

ANSON COMMUNITY COLLEGE

*1995-1997
Catalog*

ANSON COMMUNITY COLLEGE

*Anson Community College is a member
of*

American Association of Community Colleges
Association of Community College Business Officials
Association of Community College Facilities Officers
Carolinas Association of Collegiate Registrars and Admissions Officers
National Association of College and University Business Officers
National Council of Instructional Administrators
North Carolina Association of Colleges and Universities
North Carolina Association of Community College Trustees
North Carolina Community College System

*Anson Community College is recognized and approved
by*

North Carolina Board of Community Colleges
North Carolina Division of Vocational Rehabilitation
North Carolina State Board of Nursing
North Carolina Department of Public Instruction -
Public Schools of North Carolina

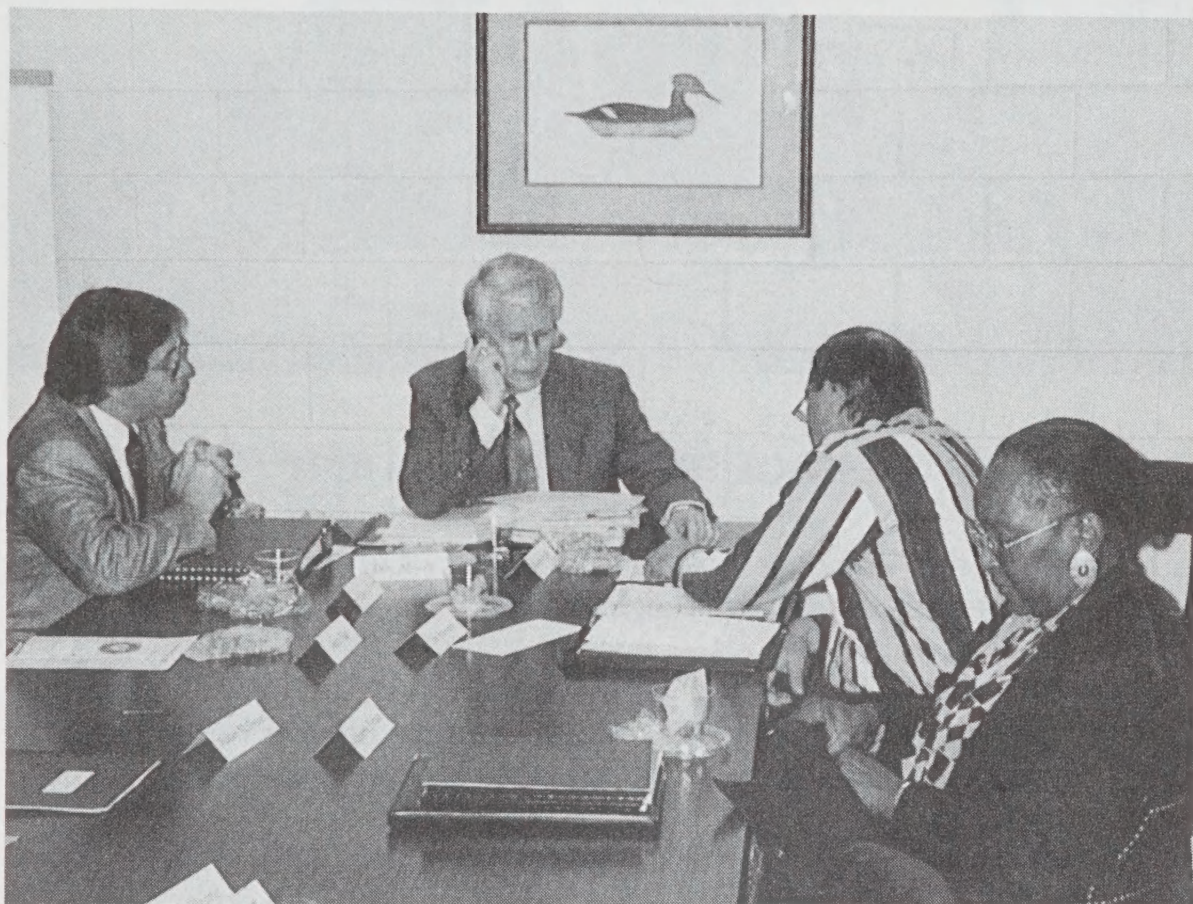
*Anson Community College is accredited
by*

The Commission on Colleges of the
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia
Telephone number 404-670-4500
to award Associate degrees.

In the Fall of 1997, Anson Community College and the North Carolina Community College System will convert to the semester system. Students should work closely with their advisors as they plan their programs.

Anson Community College

LEONIDAS L. POLK CAMPUS
P.O. Box 126
Polkton, North Carolina 28135-0126
704/272-7635
1-800-766-0319



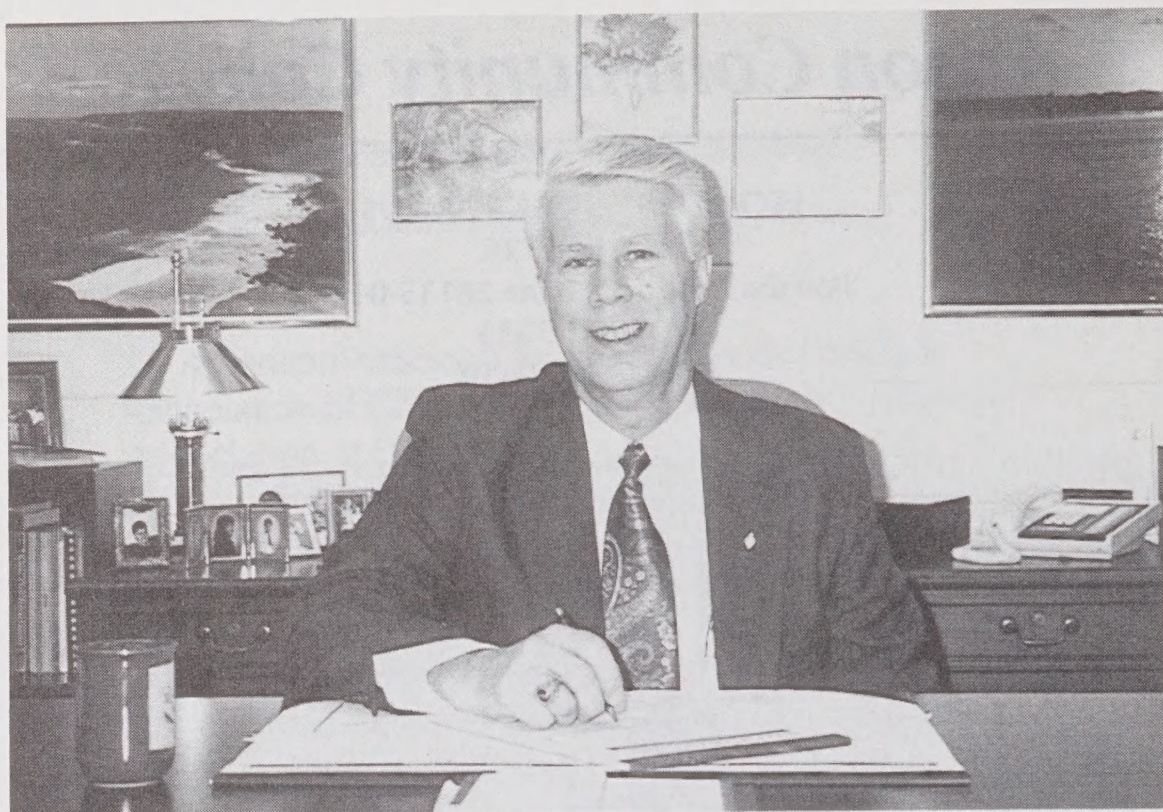
GENERAL CATALOG — STUDENT HANDBOOK 1995 - 1997

Anson Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award Associate degrees.

Volume 17

1995

An Equal Opportunity College



MESSAGE FROM THE PRESIDENT

Greetings and welcome to Anson Community College. This is your community college and we are here to serve you.

As a full-service community college, we can provide the appropriate instruction to meet your educational goals. In addition, we provide support services such as counseling, job placement, financial aid and learning resources.

Whether you are pursuing a college transfer or technical degree, a vocational diploma, or are taking individual courses to improve your job skills, we pledge to provide the very best teaching and learning environment possible. We have highly qualified instructors who are prepared to assist you in reaching your goals. As a college, we have dedicated ourselves to providing quality instruction consistent with the highest educational standards.

These are exciting times for the college. During the past two years, the college has experienced phenomenal growth in enrollment, presenting new challenges and opportunities. New educational programs are in place and additional programs are being planned to meet the changing needs of our community. Access to Internet is now available to students attending the Polkton Campus.

The faculty, staff, and administration of Anson Community College are here to serve you and provide the best education and training possible. We can help prepare you for the future.

Donald P. Altieri, President

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ACADEMIC CALENDAR 1995-1997

SUMMER, 1996

May 29	Summer Quarter Faculty Work Day
May 30	First Day of Classes
June 5	Last Day to Add a Class
June 13	Last Day to Drop a Course and Receive a Refund
June 28	Summer Vacation begins after last class
July 8	Classes resume
August 16	Advisement/Registration Period for Continuing Students
August 16	Registration begins for Fall Quarter
August 21	Summer Quarter Ends
August 29	Registration for Fall Quarter Ends

FALL, 1996

September 4	Fall Term Faculty Work Day
September 5	First Day of Classes
September 11	Last Day to Add a Class
September 19	Last Day to Drop a Course and Receive a Refund
November 4-8	Advisement/Registration Period for Continuing Students
November 12	Registration begins for Winter Term
November 11	Veterans Day Holiday
November 21	Fall Term Ends/Registration for Winter Term Ends

WINTER, 1996-1997

December 2	Winter Term Faculty Work Day
December 3	First Day of Classes
December 9	Last Day to Add a Class
December 17	Last Day to Drop a Course and Receive a Refund
December 20	Christmas Vacation begins after last class
January 6 ✓	Classes resume
January 20 ✓	Martin Luther King, Jr. Holiday
February 14-20 17-18 ✓	Advisement/Registration Period for Continuing Students
February 25 ✓	Registration for Spring Term begins
March 4 ✓	Winter Term Ends, Registration for Spring Term Ends

SPRING, 1997

March 10 ✓	Spring Term Faculty Work Day
March 11 ✓	First Day of Classes
March 17 ✓	Last Day to Add a Class
March 19 ✓	Last Day to Drop a Class and Receive a Refund
March 27 ✓	Easter Vacation begins after last class
April 1 ✓	Classes resume
May 12-16 12-13 ✓ 14-16 ✓	Advisement/Registration Period for Continuing Students
May 22 ✓	Registration for Summer Term Begins
May 26 ✓	Memorial Day Holiday
May 29 ✓	Spring Term Ends/Registration for Summer Term Ends
May 29 ✓	Graduation

SUMMER, 1997

New List

June 2	First Day of Classes
June 4	Last Day to Add a Class
June 30-July 4	July 4 Holiday/Summer Break
July 7	Classes resume
July 23-25	Advisement/Registration for Continuing Students
July 28	Registration begins for Fall Semester
August 1	Summer Term Ends

FALL, 1997

August 19	Faculty Work Day
August 20	First Day of Classes
August 27	Last Day to Add a Class
September 1	Labor Day Holiday
October 16-17	Fall Break
November 11	Veterans Day Holiday
November 27-28	Thanksgiving Holiday
December 1-5	Advisement/Registration for Continuing Students
December 10	Registration begins for Spring Semester
December 17	Fall Semester Ends/Registration for Spring Semester Ends

SPRING, 1998

January 10	Faculty Work Day
January 12	First Day of Classes
January 19	Martin Luther King, Jr. Holiday
January 20	Last Day to Add a Class
April 10-17	Easter Holiday/Spring Break
April 27-May 1	Advisement/Registration Period for Continuing Students
May 5	Registration begins for Summer Term
May 12	Spring Semester Ends/Registration for Summer Term Ends
May 13	Graduation

BOARD OF TRUSTEES

Term Expires

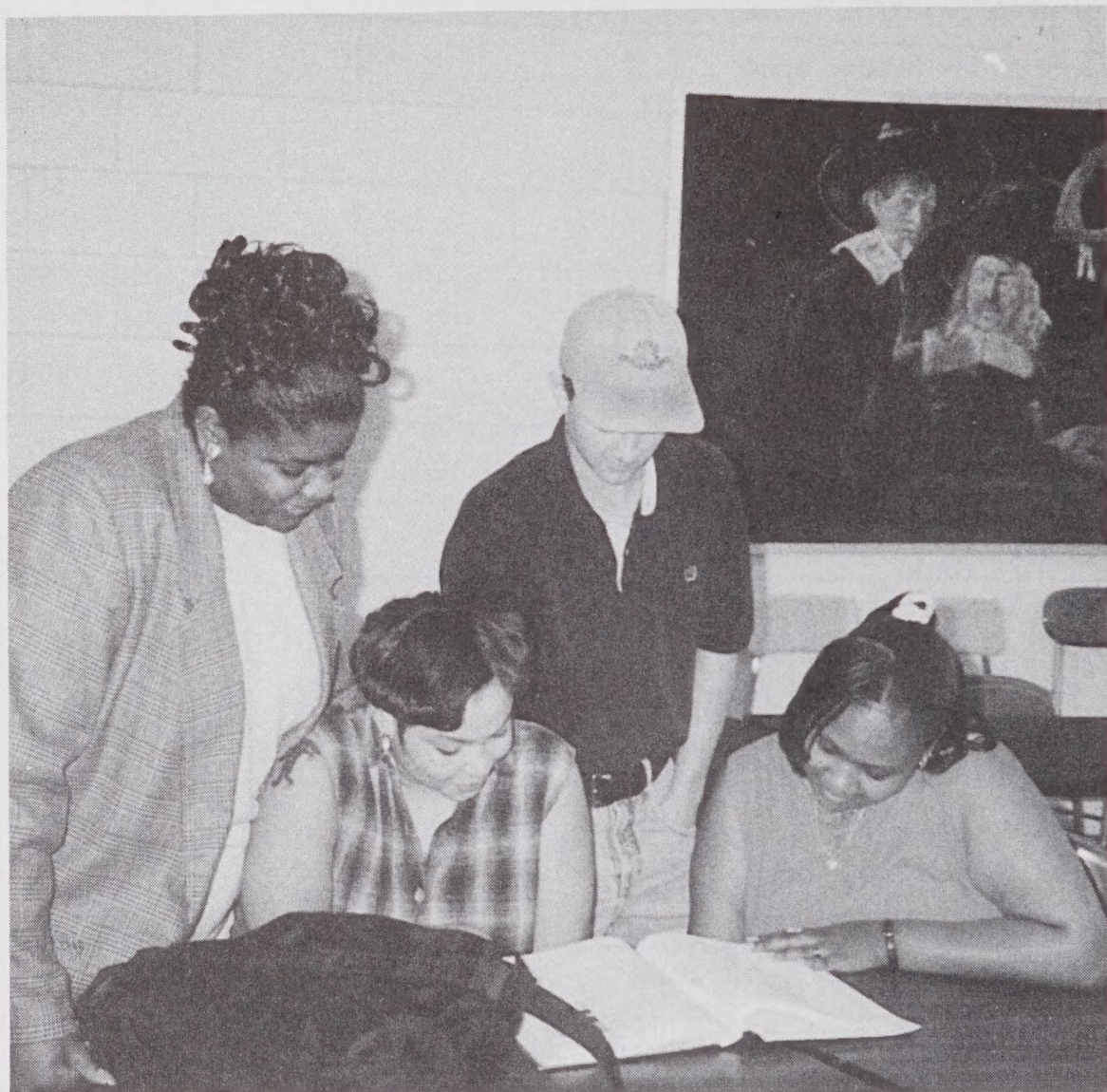
Tom W. Allen	1997
Route 1, Box 6, Peachland, NC 28133	
Anne M. Covington, Chair	1999
103 N. Rutherford St., Wadesboro, NC 28170	
Kenneth W. Horne, Jr.	1999
133 Lennox Drive, Wadesboro, NC 28170	
O. Woodrow "Woody" Faulk, Jr.	1997
P.O. Box 1088, Monroe, NC 28111	
Walter A. McDaniel	1997
P.O. Box 53, Polkton, NC 28135	
W. Cliff Martin	1997
P.O. Box 309, Polkton, NC 28135	
Pat C. Morris, Vice-Chair	1996
P. O. Box 1325, Monroe, NC 28111	
Henry H. Morton	1996
100 Covington St., Wadesboro, NC 28170	
Altheria S. Patton	1999
515 Sikes Avenue, Wadesboro, NC 28170	
John O. Pigg	1996
P.O. Box 759, Monroe, NC 28111	
Student Association President (ex officio)	1995
Hoover M. Royals	1996
P.O. Box 237, Wadesboro, NC 28170	
John H. Stewart	1999
P.O. Box 7010, Charlotte, NC 28241	
Jim L. Strayhorn	1998
P.O. Box 631, Wadesboro, NC 28170	
Daniel D. Ward	1997
114 Lennox Drive, Wadesboro, NC 28170	

ADMINISTRATIVE TRUSTEES GENERAL WILLIAM A. SMITH TRUST

Bennett Edwards
P.O. Box 212
Wadesboro, NC 28170

Joe Gaddy
207 White Store Ave.
Wadesboro, NC 28170

James A. Hardison, Jr.
402 W. Wade Street
Wadesboro, NC 28170



THE COLLEGE

MISSION STATEMENT

Anson Community College, founded in 1962 as the Ansonville Industrial Education Center, is dedicated to providing quality opportunities for academic, vocational and personal development to the citizens of Anson and Union counties.

A member institution of the North Carolina Department of Community Colleges since 1967, the two-year college serves as an educational, economic development, and cultural resource center involved in and available to residents, businesses and industries of its service area.

The institution promotes life-long learning experiences, and inspires in its students an active desire for continuing personal growth and development, enhanced self-worth, occupational proficiency and responsible citizenship.

With a commitment to quality, Anson Community College utilizes sound management practices to assure responsible stewardship of the public trust granted to the institution.

The institution, based in Polkton with other sites in Wadesboro, Ansonville and Monroe, operates within the legal framework established by the North Carolina General Assembly. Its doors are open to anyone of eligible age whose needs can be met by the college.

ANSON COMMUNITY COLLEGE HISTORY

Anson Community College was originally designated as the Ansonville Industrial Education Center in November, 1962, by action of the State Department of Public Instruction. Many local citizens were instrumental in securing this operation for the Anson County Area. Trustees of the General William A. Smith Trust, public school officials, and individuals interested in a wider range of educational opportunities for local residents completed arrangements for its establishment in Ansonville, North Carolina. The Center was supported by state, local, federal and Smith Trust funds.

From this beginning in 1962, the Ansonville Industrial Education Center made steady progress. Classes were offered in many parts of Anson County in addition to those held at the Center.

On December 2, 1967, a local board of trustees was officially appointed by the Anson County Board of Education and the Anson County Commissioners. As a result, the Ansonville Industrial Education Center became Anson Technical Institute, a unit of the Department of Community Colleges of North Carolina.

Progress and fulfillment of the purposes of the Institute led to the authorization by the North Carolina General Assembly of Anson Technical Institute as a separately chartered institution on July 1, 1971. The Governor appointed four additional trustees to the governing board.

Further progress, larger enrollment, and additional support from the community enabled Anson Technical Institute to acquire land, obtain additional funds, and construct a 28,000 square foot building in Polkton, about seven miles west of Wadesboro on U.S. Highway 74. This campus housed Business and Secretarial programs; Graphic Arts, including Photography, Commercial Art and Printing; Air Conditioning, Heating, and Refrigeration; and Industrial Maintenance.

To better reflect the offerings of the institution, the Board of Trustees on June 7, 1979, changed the name to Anson Technical College.

In 1982, construction was completed in Polkton on a second building, the Learning Resources Center.

In 1986, a 3600 square foot Auto Body Repair Building was completed on the Ansonville Campus.

Effective November 1, 1987, the official name of Anson Technical College was changed to Anson Community College.

A third building was built on the Polkton Campus. This 13,000 square foot voc/tech building is used for nursing and drafting and design programs. In addition, there is a science lab, general classroom space, and the Academic Support Center.

The continuing education/community service division of the College is located in Wadesboro, North Carolina.

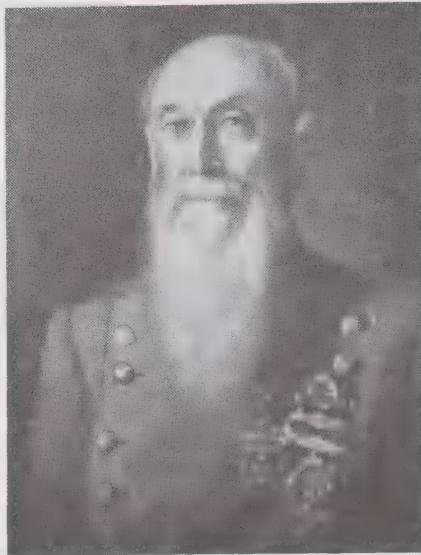
The main administrative offices of the College were on the Ansonville Campus until July 1991. At that time, the administrative offices and personnel moved to the Polkton Campus. The Ansonville Campus continued to offer three programs (automotive mechanics, automotive body repair, and welding) and basic skills classes.

EDUCATIONAL GOALS

Anson Community College has high expectations for its students. We believe that the excellence of our educational program is measured by the excellence of our graduates. Therefore, we have set goals for our students that will enable them to succeed as students and perform effectively in a variety of adult roles after graduation.

Anson Community College graduates in associate degree and diploma programs will be able to:

- Communicate effectively in oral and written English.
- Receive and interpret information.
- Perform functional mathematics.
- Think logically and critically.
- Interact effectively with others.
- Perform job-related technical skills.
- Provide for personal growth and well-being.



General William A. Smith

General Smith, a native of Ansonville and a Civil War Veteran, was dedicated to the welfare of the youth of his community. Evidence of this concern is reflected in the trust fund established by him for support of vocational training of future generations in the Ansonville area.



Leonidas Lafayette Polk

L. L. Polk, native Ansonian and founder of Polkton, is synonymous with education in North Carolina. Because of his daring aspirations, he was instrumental in the founding of North Carolina State University and Meredith College. His agricultural interests led to the publication of *The Progressive Farmer* magazine.

This forceful crusader of monumental magnitude, according to speculation, would have won the nomination for President of the United States in 1892.

The Anson Community College L. L. Polk Campus in Polkton memorializes this brilliant and distinguished patriarch.

VISITORS

Visitors, and in particular prospective students, are always welcome at Anson Community College. The Dean of Student Services will provide guide service for groups or individuals during day or evening hours when the college is open. Questions about the college and its programs will be answered by a member of the Student Services Office.



ADMISSIONS

ADMISSIONS POLICY

Anson Community College, encompassing an "open door" policy, does not impose restrictive standards for admission to the college. Admission is open to all persons 18 years of age or high school graduates without regard to race, creed, color, sex or handicap. A high school diploma or the recognized equivalent is required for full admittance to all associate degree programs at Anson Community College. While a high school diploma or the recognized equivalent is desirable, it is not mandatory for admittance into diploma and certificate programs except Practical Nursing and Nursing Assistant. A person with less than a high school education may be accepted on the basis of experience and/or ability to benefit. Applicants for the practical nursing and nursing assistant programs should refer to the admissions policies for those programs.

ADMISSION PROCEDURES

To be admitted, individuals must:

1. Complete and return Anson Community College Admission application.
2. Request a complete and official transcript (of high school, GED or equivalent, and post-secondary academic course work already completed) be forwarded to Anson Community College, Student Services Division, Post Office Box 126, Polkton, North Carolina 28135.
3. Complete Advising Assessment session with a counselor (associate degree students).
4. Register for classes on published registration dates.

Note:

Due to special nature of some programs, there may be additional requirements. These include: Practical Nursing and Nursing Assistant Programs. Refer to specific admission policies for these curriculums.

Transfer Credit may be accepted from regionally accredited post-secondary institutions for grades earned of "A", "B", or "C". In all cases, credit is only granted for courses that are parallel to ACC courses. Courses should be comparable in subject, content, and length. Transfer students must earn a minimum of 35 credit hours in his/her curriculum program at Anson Community College. Transfer credit may satisfy course requirements but will not influence the student's grade point average on the Anson Community College transcript.

Procedure for procuring credit evaluation:

1. The student must sign a completed Request for College Transcript form for each post-secondary institution for which credit is desired.
2. Either the student, curriculum advisor, or counselor should request a credit evaluation, in writing, preferably using ACC Curriculum Course Credit Evaluation Request form. The written request should be submitted to the Admissions/Records Coordinator in the Student Services Division, Anson Community College.

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3. Upon receipt of official transcript(s), the evaluation will be completed by the Admissions/Records Coordinator and approved by the Dean of Students, pending review and recommendation(s) by the respective curriculum advisor.
 4. A copy of the complete evaluation packet (copies of official transcripts, credit evaluation form, curriculum checklist, etc.) is forwarded to the appropriate curriculum advisor. If the curriculum advisor is in agreement with the determination made by the Dean of Students, no action is required by the advisor. However, if the curriculum advisor is in disagreement with any part of the credit evaluation, he/she should respond to the Dean of Students within seven (7) working days to appeal and resolve the situation. The student is forwarded a copy of the evaluation form and curriculum checklist.

NEW STUDENT ADVISING ASSESSMENT

All new associate degree students must complete Advising Assessment prior to registration. Appointments for Advising Assessment can be scheduled through the Office of Student Services.

Advising Assessment, designed to enhance student success, will assist new students with identifying current skills in reading, English, and basic mathematics. Specific skills identified through Advising Assessment, along with counselor or advisor guidance, will determine appropriate placement in the chosen program of study.

UNCLASSIFIED STUDENT STATUS

A student may enroll as an unclassified student without specifying an educational objective. However, any unclassified student desiring a degree or diploma must declare his/her objective and complete all regular admission procedures.

In order to receive financial assistance, an individual must be in a declared major.

TRANSFER CREDIT

Transfer students may enter Anson Community College upon meeting requirements as outlined in the section on admission procedures. A minimum of 35 hours of course work must be completed on campus prior to graduation.

Previous work will be reviewed for possible credit. Official transcripts of previous course work must be provided by the student to the Student Services Office. Where subject content and length of course are comparable with those in the curriculum applied for, credit may be allowed for grades of C or above. Transfer credit will not influence the student's grade point average on Anson Community College's transcript.

ADMISSIONS TO CONTINUING EDUCATION PROGRAMS

Any person who is 18 years old or a high school graduate is eligible to enter a Continuing Education program. Further information is available in the Community Services section of this catalog or from the Community Service Division Office. Phone 704-694-6505.

NURSING ADMISSIONS POLICY

Students seeking admission to the Practical Nursing Program are required to complete the admissions requirements outlined below. The LPN Admission Committee will review and accept the most highly qualified applicants completing the admission process.

- A. Submit an "Application for Admission" to Anson Community College.
- B. Submit High School or GED transcripts. (High school graduation or the equivalent is required for admission.)
- C. Submit post high school academic transcripts.
- D. Complete LPN Admission Test with required scores. Testing dates will be published each year. A schedule may be obtained through the Student Services Division. Applicants may test only twice in any given year and test scores will be considered current for two years. A retest may be required in the event any test or the test score requirement is changed.
- E. Complete an interview with the LPN Admission Committee (scheduled upon successful completion of the LPN Admission Test.)
- F. Satisfactory Medical/Dental examination (required upon notification of selection for conditional acceptance into the program and must be completed prior to admission. Forms will be provided by the college.)

For more specific information describing the admission process, please refer to the Program Information and Admission Procedure guide or contact a college counselor.

Nursing Transfer/Re-qualifying/Refresher Admission

Students wishing to transfer into Anson Community College from an accredited nursing program; re-qualify for the state practical nursing examination; or refresh for license renewal may be admitted to the Practical Nursing program. Admission to the program will be contingent upon available space. Students seeking admission must complete the following requirements:

- A. An "Application for Admission" to Anson Community College.
- B. Submit High School or GED transcripts. (High school graduation or the equivalent is required for admission.)
- C. Submit college transcripts (nursing related academic record required.)
- D. Reference recommendation from Nursing Director/Chairperson (transfer students only; form provided by the college).
- E. Submit Nursing Certificate number (refresher students only).

-
- F. Satisfactory Medical/Dental examination (required upon notification of selection for conditional acceptance into the program and must be completed prior to admission. Forms will be provided by the college.)

Admission decisions will be made by the LPN Admission Committee. Selection will be based on previous academic experience and appropriate North Carolina Board of Nursing guidelines.

Nursing Re-admission

All requests for re-admission into the nursing program will be made on an individual basis. Students seeking to re-enter must submit a written request to the LPN Admission Committee and complete all appropriate admission requirements.

ACCEPTANCE

The LPN Admission Committee will select a total of 20 candidates for admission into the Practical Nursing Program. Acceptance will be based on a review and evaluation of the completed application requirements. Points for selection will be awarded based on the following:

1. Test scores
2. Previous academic experience
3. Interview
4. Work experience

For more specific information describing the selection process, please refer to the program Information and Admission Procedure guide or contact a college counselor.

Applicants will be ranked and selected for admission according to total points awarded. However, the LPN Admission Committee may adjust the final rank based on medical/dental history, applicant's stated interest, or guidelines established by the North Carolina Board of Nursing. In the event of tie, preference will be given to applicants residing in the Anson Community College service area.

During the first two weeks of April, the LPN Admissions Committee may grant early admission to applicants completing the application process on or before April 1 of each year. Early admission will be limited to 10 applicants. The remaining admission decisions will be made following June 1 of each year. All applicants will be considered in the final admission selection.

The LPN Admissions Committee will select a total of 20 candidates for admission to the Practical Nursing program. Additional candidates will be selected for an alternate list. The LPN Admissions Committee will accept alternates if and when program openings are available through Fall Quarter late registration.

NURSING HEALTH PROGRESSION POLICY

Evaluation of health of the student continues throughout the program.

Continuous surveillance of health status of practical nursing students will be conducted by the nursing director and other professional staff at the school or clinical setting. If, at any time, they report an alteration of physical or emotional health, the nursing director may require the practical nursing student to have a physical and/or mental examination by a licensed physician and/or licensed psychiatrist.

If the examination by the licensed practitioner documents that the practical nursing student is physically or mentally unhealthy to practice nursing, Anson Community College reserves the right within its Due Process Policy to dismiss the student from the program.

PROGRESSION POLICY FOR NURSING PRACTICE

Evaluation of the student's performance of nursing practice continues throughout the program to ensure safe behavior. If, at any time, the nursing director, instructors, and/or professional staff at the school or hospital report unacceptable behavior or failure to employ safe nursing practice (as defined by standards of nursing practice in the Nurse Practice Act); Anson Community College reserves the right within the College's Due Process Policy to dismiss the student from the program.

NURSING ASSISTANT ADMISSIONS POLICY

Students seeking admission to the Nursing Assistant (NA) program are required to complete the NA Admissions test with the required minimum scores. The NA Admission test will be scheduled prior to the beginning of each new class offering. Students may sit for the exam once per class offering. Test scores are good for one year. The NA Admissions test schedule is available through the Student Services Division office.

NA registration will be on a first come first serve basis limited to only those candidates with the required minimum scores.

NURSING ASSISTANT II

Students seeking admission to the Nursing Assistant II program are required to take the Nursing Assistant or Practical Nursing Admission Test. Minimum scores are equivalent to the Practical Nursing scores. Minimum scores required for Nursing Assistant I will not be accepted. Test scores are valid for two years.

Students must also provide written verification of six months work experience during the five years prior to registration. Verification of being a currently registered Nursing Assistant I must also be provided prior to registration.

Class size is limited to ten students per instructor as mandated by the NC State Board of Nursing. Registration will be on a first come, first serve basis for those students meeting all admission requirements.

TECH PREP

In cooperation with the local high schools, Anson Community College participates and supports the TECH PREP program.

The TECH PREP (Technical Preparation) program is a course of study for high school students. It is designed to meet the needs for a more technically oriented educational background. Through a blending of higher level academic and vocational courses, TECH PREP prepares students for the advanced courses required by Anson Community College.

There are three major program areas in TECH PREP at the high school level: Engineering (Industrial, Mechanical, and Electrical), Business, and Health/Human Services. These areas correspond to programs offered at Anson Community College.

Within each of the three areas, specific courses have been identified that are a part of the Tech Prep Articulation Agreement.

The procedures for advanced placement for Tech Prep are:

1. The student has completed any course or courses listed in the Tech Prep agreement with a grade of "B" or better and requests advanced placement.
2. Anson County students must be recommended for advanced placement by one or more of the ASHS instructors. Union County students are not required to be recommended.
3. When required by the ACC faculty, the student shall pass a proficiency test.

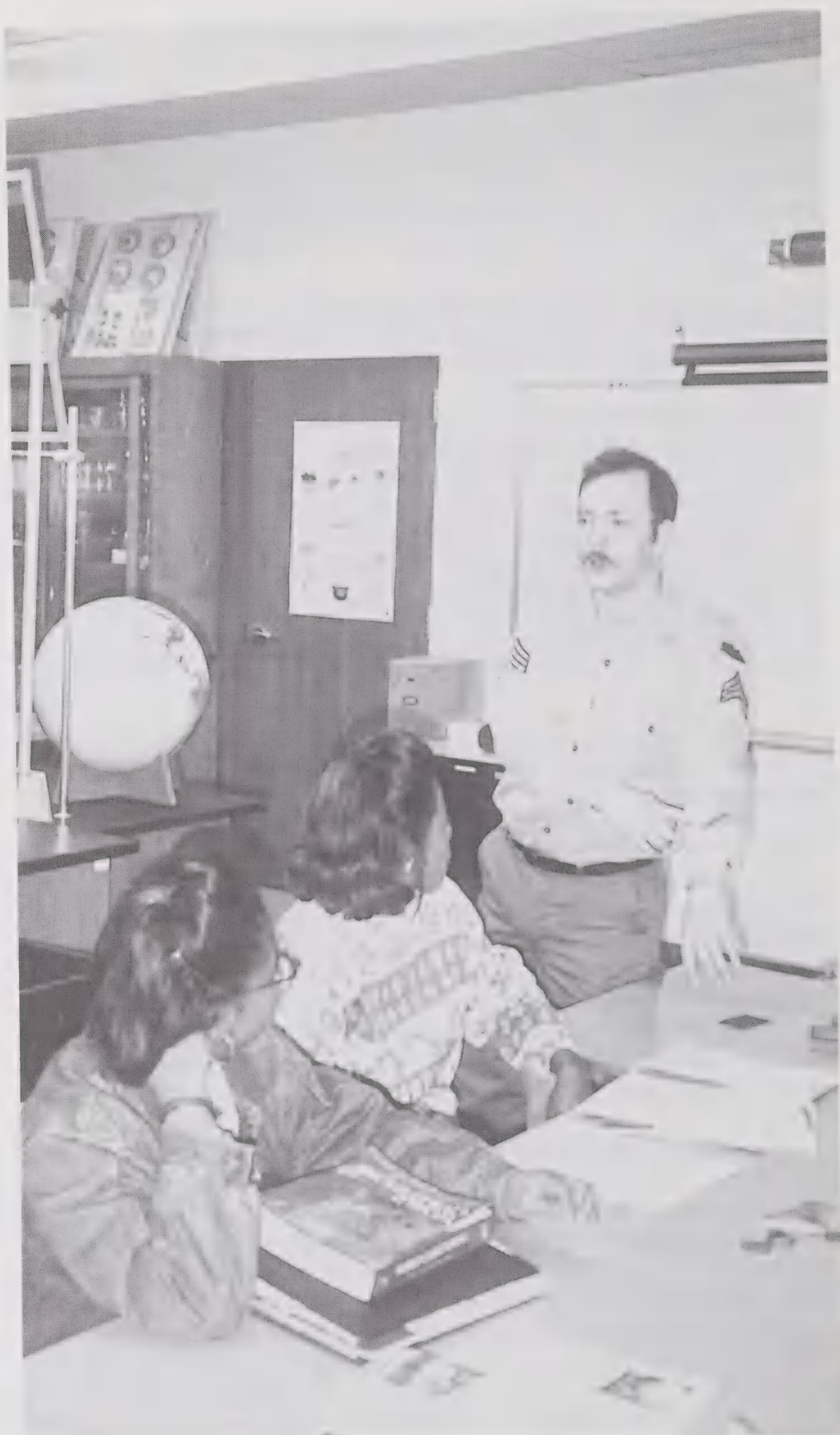
Courses accepted for advanced placement will appear on the student's transcript. The credit will apply towards graduation, but will carry no formal grade or grade points.

DUAL ENROLLMENT

Dual Enrollment/Huskins Bill high school students, 16 years of age or older, may enroll for course work at Anson Community College under the dual enrollment procedure as unclassified students. These students can take courses without paying regular tuition. Dual enrollment forms may be obtained from the high school attended or the Student Services Office of Anson Community College. For additional information pertaining to the enrollment of high school students, consult the Dean of Students.

FOREIGN STUDENT ADMISSIONS POLICY

Foreign students who meet the normal admission requirements must submit transcripts with English translations. Foreign student applicants are required to submit a statement verifying their ability to meet college costs and living expenses since financial aid is not available to these students. The prospective student will also obtain an F-1 visa and proof of English speaking proficiency.



TUITION
FEES

FINANCIAL AID

TUITION PER QUARTER
(Full Time Curriculum Students)

Tuition	\$185.50
Activity Fee	\$6.00
Accident Insurance	\$2.00
	<u>Total \$192.50</u>

Tuition for students taking less than 14 quarter hours is \$13.25 per quarter hour of credit.

NOTE: Tuition is set by state policy and subject to change without notice.

OUT OF STATE TUITION
(Full Time Curriculum Students)

Out-of-state tuition applies to any student whose legal residence is outside of North Carolina or who is boarding or living with relatives in the community whose parents or guardians live outside the state.

Tuition	\$1505.00
Activity Fee	\$6.00
Insurance	\$2.00
	<u>Total \$1513.00</u>

Tuition for out of state students taking less than 14 quarter hours is \$107.50 per quarter credit hour.

ACCIDENT INSURANCE

Accident insurance, covering the student during hours in school and transportation to and from school, is available for approximately \$2.00 per quarter. Accident insurance is required and should be purchased through the business office.

STUDENT RESIDENCE CLASSIFICATION

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. (Copies of the applicable and of implementing regulations are available for inspection in the STUDENT SERVICES OFFICE). The REGULATIONS (G.S. 116-143.1 (b)) read in part as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide domicile

rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide residents of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide residents of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Note: Members of the Armed Forces, their spouses and offspring may be eligible for special provisions as set forth in MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES.

Note: The decision of the Admissions Counselor or Dean responsible for the initial classification may be appealed to the President of Anson Community College, or his delegate in accordance with North Carolina law (G.S. 116-143.1). If not satisfied with the decision, the student may then appeal to the State Residence Committee. Upon request, the College will provide the student with copies of school information housed within the college (e.g. residence application, school records, etc.) as may be needed.

STUDENT RESIDENCE RECLASSIFICATION

Residence status reclassification may be made only during the regular registration period either before or after the academic quarter. Upon the written petition of a student submitted to an Admissions Counselor or to the Dean of Students at least ten days prior to the beginning of the academic quarter, a classification inquiry will be initiated. In such cases, the reclassification will be made in accordance with North Carolina law (G.S. 116-143.1).

ACTIVITY FEE

The College activity fee is \$.60 per quarter hour up to a maximum of \$6.00 for 10 or more quarter hours. This fee applies to on-campus students only. The fee supports cultural activities, entertainment, and recreational activities sponsored by the Student Association. Off-campus students may pay this fee if they wish to participate in these activities.

TEXTBOOKS AND SUPPLIES

Students must purchase textbooks and other necessary supplies. The college maintains a bookstore on the Polkton Campus in which these items may be purchased. The cost of these items varies according to the program of study taken by the student.

SPECIAL FEES

Because of the nature of some programs, additional fees may be charged (e.g. equipment fees, LPN Liability Insurance, etc.).

REFUND POLICY

Tuition refunds may be authorized only in the event that the student must withdraw for unavoidable reasons. Withdrawal requests must be presented to the Dean of Students before the student withdraws from classes. In such cases, 75% of the tuition paid may be refunded if the student withdraws by the 20% date of the quarter. No refunds shall be made in the amount of \$5.00 or less. Full tuition refunds will be made should the College cancel a class.

SENIOR CITIZENS

Persons 65 years of age or older may attend Anson Community College without paying tuition. Other fees will be charged. Verification of age will be required.

STUDENT FINANCIAL ASSISTANCE

In order to receive financial aid, a student must be enrolled in an academic program for at least six credit hours and maintain satisfactory progress in his/her course of study. Students enrolled as unclassified (not claiming a major) are ineligible to receive the Pell Grant, Work Study and SEOG. Students who do not possess a high school diploma, GED, or recognized equivalent must demonstrate his/her ability to benefit prior to receipt of Title IV student aid. Ability to benefit will be determined in accordance with federal guidelines.

Assistance may be awarded in the form of grants, part-time employment, scholarships or a combination of these. Students must apply for financial assistance each year and are encouraged to apply at least eight weeks prior to the registration day of the quarter they intend to enter the college. Federal Financial Aid Applications and other pertinent information may be obtained from: Financial Aid Officer, Anson Community College, Post Office Box 126, Polkton, North Carolina 28135; telephone number, (704) 272-7635.

PELL GRANTS

The Financial Aid Office encourages all student seeking financial aid at Anson Community College to apply for a Pell Grant. The Pell Grant program is designed to provide assistance to US citizens who attend post-secondary educational institutions at the undergraduate level and who have not yet earned a Bachelor's degree from any institution.

Pell Grants are disbursed quarterly via a voucher system. The voucher will cover the costs of tuition and fees, and books and supplies (not to exceed the students' eligible amount). The balance, when other voucher charges are subtracted, will be paid to the student towards the end of a given quarter.

All Pell recipients will be required to submit an attendance form, signed by his/her instructors, to the Financial Aid Office on the day Pell Grant checks are disbursed. Attendance forms are available in the Financial Aid Office. **THIS IS THE STUDENT'S RESPONSIBILITY.**

ANSON COMMUNITY COLLEGE
SATISFACTORY ACADEMIC PROGRESS STANDARDS TO MAINTAIN
FINANCIAL AID ELIGIBILITY

Federal regulations require that students receiving financial aid must maintain satisfactory academic progress. Anson Community College makes these standards applicable to all federal awarded financial aid funds in order to maintain a consistent policy for all students receiving assistance.

For Federal financial aid purposes, satisfactory progress is measured in two ways, qualitative and quantitative. The procedures for both measurements are as follows:

QUALITATIVE MEASUREMENT: Grade point average (GPA) in program of study measured quarterly

ASSOCIATE DEGREE PROGRAM

Cumulative Quarter Hours	Minimum Quality Point Average
0-48	1.50
49-72	1.75
73-or more	2.00

VOCATIONAL DIPLOMA PROGRAM

0-36	1.50
37 or more	2.00

Failure to attain the above required quality point averages during a probationary quarter will result in one or more of the following:

1. Suspension for a quarter
2. Loss of financial aid for a quarter
3. A further quarter of probation
4. Transfer to another program
5. Loss of VA educational benefits
6. Reduced academic course load and counseling

QUANTITATIVE MEASUREMENT (Percent of courses taken): Students receiving financial assistance must complete 67% of all credit hours attempted and must be evaluated in increments of not more than half the program or one academic year, whichever is less, therefore:

Diploma Program - evaluations will be made upon completion of Winter Quarter with notification to students who will lose their eligibility in the Summer quarter; again, evaluations will be made at the end of Summer quarter with notification given to students who will lose eligibility for the Winter quarter.

Associate Degree Program - Students will be evaluated at the end of Spring quarter with notification given to students who will lose their eligibility in

the Fall quarter; again, evaluations will be made at the end of Fall quarter with notification given to students who will lose their eligibility for the Spring quarter.

STUDENTS WHO HAVE NOT MET THE STANDARDS OF PROGRESS AT THE TIME OF EVALUATION WILL BE TERMINATED FROM FINANCIAL ASSISTANCE.

Important Considerations

1. Changing programs will greatly affect Satisfactory Progress. **ALL HOURS PREVIOUSLY TAKEN AT "ACC" COUNT TOWARDS PROGRESSION. HOURS PREVIOUSLY TAKEN AT ANOTHER INSTITUTION WILL NOT COUNT TOWARDS PROGRESSION.**

Once a student graduates from an eligible program, he or she may declare a new major and begin receiving financial aid.

2. Withdrawals, incompletes and repeating courses count towards hours attempted.
3. Developmental courses numbered below 100 are not included in the quantitative measurement.

APPEALS PROCEDURES FOR FINANCIAL AID

In order to appeal financial aid termination, a student must document mitigating circumstances in writing.

1. A student must complete the **FINANCIAL AID TERMINATION APPEALS FORM** and submit it to the Financial Aid Committee. This form must be signed by the student's advisor, Department Chairperson, or the Dean of Instruction.
2. The FAC will review the appeal to determine whether or not termination of aid is justified and will advise the student in writing.
3. A student who wishes to appeal the decision of the FAC may request a committee hearing for final determination.

Examples of cases where waiver will be considered may include injury to the student, illness of the student or immediate family member, or death of a family member.

Supplemental Education Opportunity Grant (SEOG)

This federal program offers grants to students who have exceptional financial need. Students must also be continually enrolled at least half-time. This grant is awarded during the Winter Quarter to ensure student's academic status. Students are encouraged to apply early for this grant. Monies are limited in this and all areas of financial aid.

North Carolina Student Incentive Program

Application for this grant is made through the Application for Federal Student Aid (AFSA). To be eligible to receive funds, a student must:

- * Be a legal resident of North Carolina
- * Be enrolled or accepted for enrollment on a full-time basis.
- * Demonstrate substantial financial need based on the Application for Federal Student Aid information.
- * Submit application prior to the March 15 deadline of the academic year preceding enrollment.
- * Not be enrolled in more than 6 hours of remedial coursework.

College Work-Study Program

The College Work-Study program provides jobs for students who meet the eligibility requirements and wish to earn part of the cost of attending Anson Community College. Work-Study employment is available on campus on a part-time basis (usually 10 to 20 hours per week). Students who are interested in college work study jobs must also apply for PELL Grants and complete an application for employment.

Students receiving Federal Financial Assistance must meet Satisfactory Progress requirements with regard to time frames for completing diploma or degree programs as required by the U.S. Department of Education. Details are published in ACC's Financial Aid Handbook. For more information contact the Financial Aid Officer, Anson Community College, P.O. Box 126, Polkton, NC 28135.

STUDENT LOAN PROGRAMS

The College administers a number of student loan programs which provide low interest, long and short-term loans to undergraduates with financial need. Students who apply for financial aid may be considered for loan assistance. All loans require the execution of a promissory note and the borrower must agree to repay the loan per terms of the agreement. Detailed information concerning student loan programs may be obtained from the Financial Aid Office. All loans are contingent upon the availability of funds. Available loan programs are as follows:

ACC Foundation Emergency Loan Fund

Anson Community College has been given funds over the years to use as educational loans for students in emergency situations. A student must be/or have the intent to be enrolled as a student in a degree, certificate, or diploma program. A student must sign a promissory note and make satisfactory arrangements with the Business Office for repayment. This is a short-term loan (55 days or less), and must be repaid before the student can register for another quarter.

Federal Stafford Loans

Stafford loans are low-interest loans made to student who are attending college on at least a half-time (six credit hours) basis. To apply for a Federal Stafford Loan, a student must complete the financial aid application process, including the Free Application for Federal Student Aid. Interest is at a variable rate, not to exceed 8.25%, adjusted each July 1.

Subsidized Stafford Loans are based on financial need. The Government pays the interest on a subsidized Stafford Loan while the borrower is enrolled and during the grace period. Repayment on the loan begins 6 months after the student leaves school, either through graduation, withdrawing, or dropping below half-time enrollment.

Unsubsidized Stafford Loans are non-need based. The borrower is responsible for the interest while enrolled and during the grace period. Repayment on the principal begins six months after the student leaves school, either through graduation, withdrawing or dropping below half-time enrollment.

The maximum amount a student may borrow depends on the student's financial need, other aid awarded, and dependency status for financial aid. Dependent students may borrow up to \$2,625.00 per academic year as first year students, and \$3,500.00 as second year students. Independent students may borrow up to \$6,625.00 per academic year as first year students (at least \$4,000.00 must be unsubsidized) and up to \$7,000.00 as second year students (at least \$4,000.00 must be unsubsidized.)

Nurse Education Scholarship Loan Program

This program is administered by NC State Education Assistance Authority. It is available to Practical Nursing students who have financial need and is based on other factors such as academic performance. Awards range from \$400.00 to \$5,000.00 depending upon the student's demonstrated financial need, cost of instruction, other financial assistance, and the amount of funding available through NESLP. To apply for NESLP funds students must complete the Free Application for Federal Student Aid.

ACC Federal Pro Rata Refund Policy

The 1992 amendments to the Higher Education Act require that institutions participating in Title IV Financial Aid Programs have a fair and equitable refund policy for students who receive federal student aid. This policy should address the student who withdraws from the college or fails to complete the period of enrollment.

The law requires that Anson Community College have a fair and equitable policy which provides a refund of at least the largest amount. This may be the institution's regular refund policy or the pro rata refund policy. The pro rata method will be used for any student who is attending the institution for the first time and whose withdrawal date is at or before the 60 percent point of the quarter for which the student was charged tuition and fees.

Scholarships

Scholarships available from state and local sources, are awarded on the basis of financial need and academic performance. Local scholarships available for students attending Anson Community College are listed below:

- Alumni Association Scholarship
- Dept. of Community Colleges Scholarship
- Edgar R. Hyder Scholarship
- Pee Dee Electric Scholarship
- Student Association Scholarship
- Wachovia Scholarship
- Carolina Power & Light Scholarship
- Duff-Norton Scholarship
- Board of Elections Scholarship
- Women in Action Scholarship
- Alpha Pi Chi Scholarship
- A. C. Gatewood Scholarship
- Las Amigas Scholarship
- Fayette Jefferies Cloud Scholarship
- Hon. William F. Hefner Scholarship
- Rotary Scholarship
- H. R. Owens Scholarship
- Anson County Hospital Scholarship
- Sarah Lee Health Occupations Scholarship
- Carolina Power and Light Co. /AHR/Electrical Installation Scholarship
- Dr. H. B. Monroe Scholarship

Each scholarship has specific application guidelines. Students interested in scholarships should contact the ACC Financial Aid Officer. Application forms may be secured from the Financial Aid Officer at ACC.

Veterans Benefits

Qualified veterans and wives and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. The College is approved for the training of veterans under Public Law 16 of the 78th Congress and under Public Law 550 of the 82nd Congress, and Chapter 34, Title 38, United States Code. For more information, contact Financial Aid Office, Anson Community College, P.O. Box 126, Polkton, NC, 28135.

Vocational Rehabilitation

Vocational Rehabilitation is available to certain students with mental, physical, or emotional handicaps that limit their employment opportunities. For more information contact the Vocational Rehabilitation Office in the area or write:

- Department of Human Resources
- Division of Vocational Rehabilitation Services
- Raleigh, NC 27611

Job Training Partnership (JTPA)

JTPA funds may be available to qualified students. Assistance may be provided for books, tuition, fees, child care, transportation, and supplies. The duration of any individual JTPA awards are based upon the availability of funds, as well as student satisfactory progress measures that may be imposed. Students should contact the JTPA Coordinator for more information.

The Tuition Assistance Program

The Tuition Assistance Program is available to provide tuition assistance for members of the North Carolina National Guard. The application is available at guard units and the office of the:

Adjutant General
P.O. Drawer 26268
Raleigh, NC 27611

Perkins Act

Single parents and homemakers may receive funds to pay for child care, transportation, tuition, fees and other services while in school. To qualify, the student must be legally separated or unmarried with custody or joint-custody of children. Homemakers are adults who have worked primarily in the home without pay and now must work outside the home. To apply, contact Financial Aid Officer, Anson Community College, P.O. Box 126, Polkton, NC, 28135.



ACADEMIC POLICIES

QUARTER SYSTEM

Anson Community College operates on the quarter system. The Fall, Winter, Spring and Summer Quarters are each eleven weeks in length. The College is in session five days per week. Classes normally meet hourly for fifty minutes with a ten minute break between classes. The number of times that a class meets each week is determined by the number of quarter hours credit awarded for that class.

REGISTRATION

All students are required to register at the beginning of each quarter. Credit will not be granted for courses in which the student is not properly registered. Registration instructions are published prior to each quarter. Late registrants must attend the next scheduled class. (This includes the day the registrant registers if at all possible.)

ADVISORS

Students will be assigned advisors upon declaring a curriculum program at Anson Community College. The advisors will either be the Department Chairman or a full-time faculty member within the respective curriculum. Advisors will keep a record of their advisee's progress and will be the person a student will seek when questions arise regarding his/her program or requirements for program completion. Faculty members schedule office hours each term and students are encouraged to make appointments with advisors to insure proper registration.

Students are urged to check with the faculty as to their office hours.

If you are "unclassified" status, your advisor is the College Counselor.

ATTENDANCE POLICY

Absences are a serious deterrent to good scholarship, and it is difficult to receive optimum instruction, obtain knowledge, or gain skill when absent from class. As students are adults with many responsibilities, an occasional absence might be absolutely necessary; however, such absences in no way lessen the student's responsibility for meeting the requirements of the class. Instructors may use attendance as part of their policy to determine class grades.

A student who has two consecutive weeks of absence from a scheduled class and has made no contact with the instructor will be classified as a withdrawal and terminated by the instructor after the first class meeting of the third week. The student will be assigned a grade consistent with the withdrawal policy of the college.

The Dean of Student Services will be notified within three (3) days of all withdrawals.

STUDENT COURSE LOAD

A student must carry 12 quarter hours to be considered a full-time student. The normal maximum load is 21 credit hours. Written permission of the Department Chairman and the Dean of Instruction must be obtained to schedule more than 21 credit hours.

GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.0 quality point system is used to calculate student quality point averages. The letter grades used are:

A	Outstanding	4 quality points
B	Above Average	3 quality points
C	Average	2 quality points
D	Poor	1 quality point
F	Failing	0 quality point
*I	Incomplete	0 quality point
AU	Audit (no credit)	0 quality points
**W	Withdrawal (no credit)	0 quality points
TP	Tech Prep	0 quality points

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours earned.

An average of "C" in the major area of study and an overall average of "C" is required for graduation. An average of "C" on the 4.0 quality point system is a 2.0 quality point average. For the Practical Nursing Program only, any grade below a "C" is considered failing.

*INCOMPLETE

The grade of "I" may be assigned by the instructor as an "incomplete." Students must complete all work and remove the "I" from their record during the next quarter. An "I" automatically becomes an "F" if not removed in the prescribed time.

DROP/ADD

Students may drop or add a course during the drop/add period at the beginning of each quarter without grade penalty.

The drop/add period will be the first week of each quarter as published in the academic calendar. Students must complete the official Drop/Add form available in the Student Services office.

WITHDRAWAL

Anson Community College recognizes that from time to time, it may be necessary for a student to withdraw from a course. Students may withdraw from any course and receive a grade of "W" following the Drop/Add period, each quarter,

by completing the official withdrawal form available in the Student Services Division office. Withdrawal transacted prior to the midpoint of the quarter will equate to a grade of "withdrawal" (W). Withdrawal taking place after the midpoint of the quarter will result in the student receiving a grade of "withdrawal/passing" (WP) or "withdrawal/failing" (WF) depending upon his/her academic status at the time of the withdrawal.

PROBATION POLICY

The Admission Committee composed of the Dean of Students (secretary) and members appointed by the Dean of Instruction, shall meet quarterly to administer the probation policy.

Students with a quality point average below that required for the cumulative hours attempted (see schedule below) will be placed on probation.

Associate Degree Program

Cumulative Quarter Hours	Minimum Quality Point Average
0-48	1.50
49-72	1.75
73-or more	2.00

Vocational Diploma Program

0-36	1.50
37 or more	2.00

Failure to attain the above required quality point averages during a probationary quarter will result in one or more of the following:

1. Suspension for a quarter
2. A loss of financial aid for a quarter
3. A further quarter of probation
4. Transfer to another program
5. A loss of V.A. educational benefits
6. Reduced academic course load and counseling

The Admissions Committee shall determine which one or more of the above shall apply in each individual case.

NOTE: The committee may take into consideration extenuating circumstances, i.e., an act of God which prevents the student from meeting his responsibilities. Sole judgment on extenuating circumstances rests with the committee.

APPEAL

A student may appeal the decision of the Admissions Committee by notifying the Dean of Instruction no later than 5 days following the notification of probationary status. The Dean of Instruction will schedule an appeal hearing of the Admissions Committee within five days of receipt of the student's intent to appeal.

The decision of the committee shall be final.

READMISSION

Students suspended for academic reasons will automatically be on probation for their first returning quarter. A student who has withdrawn for any reason other than disciplinary may re-enter any quarter provided all debts to the college have been paid.

COURSE AUDITING

Students who wish to audit courses must register through normal channels. Auditors receive no credit and are encouraged to attend class regularly and participate in class discussions. Auditors will be charged the same fees as students taking courses for credit.

CATALOG OF RECORD

The catalog that is current when the student enrolls in the College is the catalog of record. A student who is in continuous attendance (except summer quarter) may graduate under the provisions of his/her catalog of record, or a subsequent issue. A student who is not in continuous attendance may be required to graduate under the provisions of the catalog in effect on his/her last re-entry date or a subsequent issue. Any deviation from the stated policy/procedure must receive written approval by the Dean of Instruction, faculty advisor, and/or department chairman.

CHANGE OF CURRICULUM

There are times when a student's aptitude and interests may be better served by a change of curriculum. Should a change be advisable, a counselor in the Student Services Office should be consulted to explore possibilities which will serve the interest of the student.

A student desiring to change his/her program of study must file a Request for Change of Curriculum with a counselor in the Student Services Office. The change must be approved by the counselor and shall be effective at the beginning of the ensuing quarter, or later, as specified by the student.

Because of the nature of associate degree and occupational diploma programs, each student requesting a change of curriculum will have his/her record evaluated in terms of his/her goals.

DEAN'S LIST

Anson Community College recognizes outstanding academic achievement by placing the student on the Dean's List. Students enrolled for a minimum of 12 quarter hours and who receive a "B" plus average (3.5 quality point average) will be placed on the Dean's List.

CREDIT BY EXAMINATION

A student may earn credit by examination for a given course if he/she can demonstrate the required level of proficiency as a result of independent study or experience. This credit shall be based on a departmental examination which will be given with the permission of the student's advisor and the concerned instructor. Grades will be assigned by the instructor according to test results. Persons earning credit by examination are charged regular tuition rates. Forms and other information may be obtained from the Student Services Office.

READING COURSES

RED 101 College Reading is a required course in all technical programs at Anson Community College. RED 101 and its prerequisite RED 091 must be taken during the first twenty-four (24) credit hours of study.

For students who need additional developmental work in reading before taking RED 101, the College offers RED 092, a continuation of RED 091.

Note: RED 091 and RED 092 earn College credit but do not count toward graduation requirements.

INDEPENDENT STUDY

Independent Study is an alternate means of completing the requirements of credit courses which lead toward graduation. The specific title of the course and the credit value assigned will vary depending upon catalog listing or student-teacher selection. Students who are taking a course by independent study must be in conference with the instructor at scheduled office hours or by appointment.

Students desiring to pursue a course by Independent Study must register for the course during regular quarterly registration. Approval of the student's advisor, course instructor, and Dean of Instruction must be obtained prior to completion of the registration process. Necessary forms and other information may be obtained at any time from the Student Services Office or at registration.

REQUIREMENTS FOR GRADUATION

The following minimum requirements apply to all programs. Some departments may have additional requirements applicable only to that department:

1. A student must have a 2.00 quality point average in his major, an overall 2.00 average ("C" average) and have completed all required courses in order to graduate.
2. All departmental requirements must have been satisfied.
3. All property of the school must be returned.

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4. Residency requirements must be met. (Minimum of 35 credit hours must be earned at Anson Community College.)
 5. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Students for permission to graduate in absentia. Such petition must be made at least ten days before commencement exercises. Permission to graduate in absentia may be denied.
 6. Each graduating student should make application for graduation and pay the appropriate fees at registration for the last quarter prior to graduation.
 7. Complete exit interview with Student Services.
 8. Complete Assessment review.

Upon recommendation of the department chairman and approval of the department faculty and the Dean of Instruction, certain specific graduation requirements may be waived.

Practical Nursing students who expect to complete all course work by the end of summer quarter may, with the consent of the Dean of Instruction, meet the requirements for graduation by attending the May ceremony provided they sign a letter requesting early graduation. They must, at that time, pay the graduation fees. Diplomas are issued following completion of all course work and other requirements.

ACC GRADUATION/PERSISTENCE RATES

Information regarding the persistence rates relative to degree completion of students at Anson Community College are available in the Office of Student Records, Garibaldi Building, Polkton Campus.

REPEATING COURSE WORK

A student may repeat any course twice. Students desiring to repeat a course more than two times must obtain permission from the Dean of Students. In the case of a course which has been repeated, the highest grade will be used in the calculations of grade points and credit hours earned.

Certain regulations may prohibit veterans and other financial aid recipients from receiving educational benefits while repeating a course. It is the student's responsibility to determine his or her status in regard to financial aid.

COURSE SUBSTITUTION

Students may request to substitute an equal or higher level course required in their program of study based on particular occupational goals. All substitutions must be approved in writing by the student's advisor, departmental chairperson and the Dean of Instruction. A maximum of five (5) courses may be credited for any student through the course substitution methods. Exceptions may be made with special approval by the Dean of Instruction.

TRANSFER OF CREDIT

Educational work completed by the student in other accredited institutions may, where applicable, be credited toward the requirements of a degree, diploma or program at Anson Community College. Students are required to file transcripts of all previous college work.

Credit earned at Anson Community College can be transferred to a similar program at other institutions of the Department of Community Colleges in North Carolina and selected four-year colleges and universities. Transfer credit is determined by the institution to which the student wishes to transfer.

Anson Community College has entered into agreements with the following colleges and universities whereby students may transfer credits from the College Transfer and/or General Education Associate degree program toward a bachelor's degree.

- Bennett College
- Campbell University
- Catawba College
- Fayetteville State University
- Gardner-Webb College
- Greensboro College
- Livingstone College
- Methodist College
- Montreat-Anderson College
- North Carolina A & T State University
- North Carolina Central University
- North Carolina State University
- North Carolina Wesleyan College
- Pembroke State University
- Pfeiffer College
- Shaw University
- University of North Carolina at Charlotte
- Warren Wilson College
- Wingate University
- Winston-Salem State University

For more information regarding the transfer status of specific courses and curriculums, contact the college counselor, a faculty member, and/or the Dean of Students.

STUDENT RECORDS

Anson Community College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of the student's institutional record for five (5) years and will be subject to all state and federal regulations governing the safety and confidentiality of those records:

-
1. complete application
 2. completed medical forms (when applicable)
 3. letter of acceptance
 4. registration and change notices
 5. veterans records
 6. transcripts
 7. grade sheets and registration forms
 8. test records (when applicable)
 9. any statement of waiver by the student for release of records which also contains a list of those persons to whom the records were accessible.

Anson Community College will use the above information for the sole purpose of assisting the student in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.

Each student has the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Dean of Student Services or Counselor. Students wishing to view their records must provide identification and complete a Request for Release of Information form. The student will be allowed to view his/her records within 45 days of the request. A student may not review parental financial information unless the parents give written approval. For additional information pertaining to the Family Educational Rights and Privacy Act, consult the Students Records Coordinator or Dean of Students.

Certain information is considered to be directory information and may be used for directory purposes unless the student specifically requests directory information to be protected. In accordance with the Family Educational Rights and Privacy Act, directory information relating to a student includes the following:

- * the student's name
- * address
- * telephone listing
- * date and place of birth
- * major field of study
- * participation in officially recognized activities and sports
- * dates of attendance
- * the most recent previous educational agency or institution attended by the student

TRANSCRIPTS

An official transcript of work at Anson Community College will be forwarded upon the written request by the student. A Request for a Release of Information form may be used to facilitate the release of transcripts. This form can be obtained through the office of Student Services. One transcript will be prepared without charge. Additional transcripts will be prepared at a cost of \$1.00 per copy. No transcript will be released until the student account is cleared with the Business Office and Library.

APPEAL OF ACADEMIC SANCTION OR COURSE GRADE

Any student alleging that an instructor has unfairly assigned him/her a final grade may use these procedures in seeking corrective action.

First the student should consult with the instructor issuing the grade within five (5) working days after the grade was mailed to the student. If after consultation with the instructor the complaint is not resolved to the student's satisfaction, the student should, within five (5) working days, consult the chairperson of the division in which the instructor taught the course for which the questioned grade was issued. If the instructor is the division chairperson, this step should be directed to the Dean of Instruction.

Should the matter remain unresolved after conferring with the division chairperson, the student may file a formal appeal of the grade. The appeal must be made in writing within five (5) working days after the conference. The appeal letter should be addressed to the Academic Affairs Committee and submitted to the Dean of Instruction. The letter shall list the (1) course number, title, section, and time scheduled; (2) instructor; (3) grade issued; (4) error charged by the student; (5) date and time of consultation with the instructor; and (6) any corrective action being requested.

Upon receipt of the written appeal, the Academic Affairs Committee shall hold a hearing within five (5) working days of the receipt of the written appeal. The student and instructor will be notified of the date, time, and location of the hearing. The student and instructor may present pertinent information and evidence. The Committee shall render a decision on the appeal within three (3) working days after the hearing.

As a final recourse, the student may submit an additional appeal letter to the College Administrative Council if the decision of the Academic Affairs Committee is not acceptable. Such an appeal must be submitted within seven (7) working days after the mailing of the decision of the Academic Affairs Committee. This letter shall be sent to the President of the College who shall schedule the hearing within five (5) working days after receiving the letter. This appeal letter shall contain the same information required in the original appeal to the Academic Affairs Committee.

The student and instructor will be notified of the date, time, and location of the hearing. The student and instructor may present pertinent information and evidence. Within three (3) working days after the hearing is completed, the President will notify the student of the decision of the Administrative Council. The decision of the Administrative Council will be final.

STUDENT
SERVICES/LIFE

STUDENT SERVICES PURPOSE

The purpose of the Student Services Division is to provide systematic support services to help students reach their educational and career goals. These services support the instructional programs, are in keeping with, and compliment the philosophy and purpose of the college.

ORIENTATION

All new students are expected to participate in an orientation program conducted each quarter by the Student Services Staff and other college personnel. Orientation will acquaint the student with administrative policies such as grading, financial aid, scheduling, and attendance as well as provide other information which relates to student interests or requirements.

COUNSELING

The college provides counseling services to aid students in determining and succeeding in their vocational and educational programs and assists them in resolving problems of a personal nature which might affect their progress. Requests for these services should be directed to the Office of Student Services.

PEER TUTORING SERVICES

Peer tutoring is available at no cost to all students seeking assistance in a specific course of study. Peer Tutors provide individual and/or group assistance in developing a stronger understanding of course material outside of regularly scheduled classes. Peer Tutors are selected with the approval of the course instructor and a counselor. Students should contact a college counselor for assistance.

ACC CAREER CENTER

The ACC Career Center offers programs, workshops, and counseling to help students of all ages and educational backgrounds to discover aptitudes and options, to learn vital career information, and to upgrade job skills. A variety of interests, aptitude, and personality tests are available to students who want to understand more about themselves and to obtain information for making career decisions. Counselors are available to discuss test results, the area job market, educational programs, financial assistance, and other special programs. The ACC Career Center maintains a collections of books and resources specifically for career development, career exploration, and personal development.

JOB PLACEMENT

The ACC Career Center is available to assist students and graduates with employment opportunities. Assistance is provided with resumes, interviewing, and job search skills. While there is no guarantee that students and alumni will be placed in a job of their choosing, many contacts with business and industry are maintained to help bring prospective employers and employees together.

SOCIAL AND CULTURAL ACTIVITIES

Anson Community College offers a well-rounded program for the social and cultural development of the students. Lectures and exhibits of various kinds are held periodically during the year. Notice of these events is posted on the bulletin board in the college lounge.

SMOKING

Smoking is prohibited in all Anson Community College buildings. To accommodate students and employees who smoke, there are designated smoking areas outside each building where ashtrays are provided.

CLASS RINGS

Anson Community College class rings are available to all students. Students wishing to purchase rings should check with the Student Services Office to find out when to order. A ring sales representative will be available during specific times which will be announced in advance.

STUDENT ASSOCIATION

The purpose of this organization is to promote in each student a personal sense of pride and responsibility in the college and to accept his or her democratic responsibility as an American citizen.

The Student Association acts as an intermediary between the student and the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. Officers of the Student Association are elected annually by the students.

PHI BETA LAMBDA

Phi Beta Lambda (PBL) is a national organization for those students planning to enter the business world. Students in the Business Administration, Accounting, Secretarial Science, Computer Science programs will especially want to join.

The club's aim is to better familiarize its members with business operations and functions and the American Free Enterprise System.

Interested students may join at any time during the year.

PHI THETA KAPPA ALPHA OMEGA PSI CHAPTER

Phi Theta Kappa is the international honor society of the two-year college. Invitation to membership in Phi Theta Kappa can only be extended by the local chapter, Alpha Omega Psi. To be eligible for membership, a student must currently be enrolled in an associate degree program at Anson Community College and taking at least 10 credit hours; must have already completed at least 20 hours of course work leading to an associate degree; have a grade point average of 3.5; and enjoy full rights of citizenship.

ALUMNI ASSOCIATION

Each Anson Community College student completing a program or graduating is invited to join the Alumni Association. The aim of the Alumni Association is to keep former students involved in ACC's future activities and growth. Alumni may take advantage of placement services and other post-graduate benefits that are offered.

CHILDREN ON CAMPUS

Anson Community College, as an adult educational institution, does not maintain childcare facilities on campus and is not equipped or authorized to maintain such facilities. Therefore, students, faculty, and staff are requested not to bring children to class or to the work area. Children are forbidden from shop and lab areas unless authorized by college personnel. Appropriate action will be taken by Student Services personnel.

The college assumes no responsibility or liability for children nor for any accidents or injuries incurred by children, in any situation not approved by the College Administration.

DRUGS AND ALCOHOL

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students and the public at large; drug and alcohol use may also result in damage to college property. Therefore, it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on college premises, or as part of any college sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are as follows:

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1. Anson Community College does not differentiate between drug users, drug pushers, or sellers. Any employee or student who possesses, uses, sells, gives or in any way transfers a controlled substance to another person, or manufactures a controlled substance while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
 2. The term "controlled substance" means any drug listed in 21 DFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to Heroin, Marijuana, Cocaine, PCP, and "Crack". They also include "legal drugs" which are not prescribed by a licensed physician.
 3. If any employee or student is convicted of violating any criminal drug statute while in a workplace, on college premises, or as part of any college sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the college.
 4. Each employee or student is required to inform the college, in writing, within five (5) days after he/she is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity. Conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal or state court.
 5. *Convictions of employees working under a federal grant, for violating drug laws in the workplace, on college premises, or as part of any college sponsored activity, shall be reported to the appropriate federal agency. Anson Community College must notify the U.S. Government agency, with which the grant was made, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of a violation of a criminal drug statute occurring in the workplace. The college shall take receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.
 6. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on college premises, or as part of any college sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.
 7. If an employee or student is convicted of violating any alcoholic beverage control statute while in the workplace, on college premises, or as part of any college sponsored activity, he/she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the college may require the employee or student to successfully finish an alcoholic rehabilitation program, sponsored by an approved private or governmental

institution as a precondition for continued employment or enrollment at the college.

8. The term alcoholic beverage includes beer, wine, whiskey and other beverage listed in Chapter 18B of the General Statutes of North Carolina.
9. Each employee or student is required to inform the college, in writing, within five (5) days after he/she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college sponsored activity.

*Students employed under the College Work-Study Program are considered to be employees of the college, if the work is performed for the college in which the student is enrolled. For work performed for a federal, state, local public agency, a private nonprofit or a private for profit agency, students are considered to be employees of the college unless the agreement between the college and the organization specifies that the organization is considered to be the employer.

FIREARMS OR OTHER DANGEROUS WEAPONS POLICY

Anson Community College will provide a safe environment for students, faculty, staff and visitors. Therefore, any unauthorized possession of a firearm or any other dangerous weapon, as defined in the North Carolina General Statutes 14-269.2, will result in the following actions:

1. The college will file charges under North Carolina General Statutes 14-269.2.
2. Any student who violates this provision will be expelled from the college for a period of not less than one year.
3. Violation of this provision by any employee will be considered a breach of the terms and conditions of employment.
4. Action will follow in accordance with the college's personnel or student due process procedures.

STUDENT CONDUCT

Students at Anson Community College are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times. The college does not permit the use or the possession of alcoholic beverages or illegal drugs on campus. The college is in accordance with Federal, State, and Local statutes and will cooperate with the respective law enforcement agencies in their enforcement.

Any student subject to dismissal from ACC for disciplinary reasons is entitled to due process, including the right of appeal.

STUDENT HOUSING

The college does not have dormitory facilities. The Dean of Students will assist students in obtaining off-campus housing, when requested to do so.

COLLEGE CENTER

The college provides facilities for the convenience of students. Included in the lounge area is a snack area for sandwiches, soft drinks and candies and an area for study and recreation.

HEALTH SERVICES AND FIRST AID

Emergency First Aid kits are maintained in the Student Services Offices as well as in each of the shop areas. Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, physicians and/or ambulance service may be called at the student's expense to provide necessary medical services. In addition, a medical center is conveniently located within walking distance of both the Polkton and Ansonville sites.

STUDENT DUE PROCESS

INTRODUCTION

Freedom to teach and freedom to learn are inseparable facets of educational freedom. The freedom to learn depends on appropriate opportunities and conditions in the classroom and on campus. Students should exercise their freedom with responsibility and be aware of the penalties that may be invoked by the institution when such exercise is considered in violation of acceptable conduct as noted in the General Catalog & Student Handbook.

Any student who fails to comply with the normal and accepted manner of behavior and/or performance while on campus or representing the College, or who acts in a manner so as to interfere with an instructor's ability to conduct class may expect disciplinary procedures to be immediately invoked by his instructor. The instructor alone will determine the nature and degree of disciplinary action necessary to promptly re-establish the desired learning environment or order. The student's right to due process and protection from undue, harsh or unjustified disciplinary action is guaranteed in the following parts of this policy:

DEFINITION OF TERMS USED

Class — An organized body consisting of one or more teachers and one or more students meeting for a specific period of time; a segment of a course.

Course — An organized body of material necessary for the teaching of a particular subject and meeting for a specified number of times over a period of eleven (11) weeks of time.

Curriculum — Is used for management and educational purposes and is defined as consisting of all courses of instruction which lead to a degree or diploma offered at Anson Community College.

President's Advisory Student Committee — Hereinafter referred to as the Committee is the institutional review body that presides over disciplinary review hearings and renders recommendations thereon.

Laboratory — Room and rooms appropriately equipped and used by students for learning purposes.

Laboratory Period — A formalized meeting of one or more instructors and one or more students for a given period of time, usually from one to five hours in length.

Instructional Period — A class or laboratory meeting as defined by the instructional schedules.

Admonition — An oral or written notice to the student that he or she is in violation of acceptable conduct.

Censure — Excluding a student from a particular class assignment, quiz, or exercise, with or without the privilege of making up the same.

Suspension — The exclusion of a student from his class, course, curriculum, learning situation or from the activities or facilities of the institution for a specified period of time.

Expulsion — The permanent exclusion of a student from all campus activities and facilities.

Instructor — Faculty member or other person responsible for the instruction or supervision of college sponsored or sanctioned activities.

DISCIPLINARY PROCEDURES

A. Degrees of and Procedures for Invoking Penalties

Degree	Penalty	Authority and Procedure
1st	Admonition	The instructor may invoke a warning to any student or student group.
2nd	Censure	The instructor may invoke a judgment against a student by revoking his privilege of further participation in that day's class or laboratory activities.
3rd	Suspension from class	The instructor may suspend a student from his class, laboratory or learning situation or from a learning assignment, with or without the privilege of makeup, for a period of time not to exceed three consecutive class meetings. He/she must immediately notify his Department Head and the Dean of Instruction and the student of his actions in writing.
4th	Suspension from course, curriculum or extra-curricular activities	The Dean of Instruction may invoke the penalty of suspension from a course, curriculum or extracurricular activities for a specified period of time. If the suspension from a learning activity exceeds three consecutive class meetings, the Dean will within twenty-four (24) hours notify both the President, the Committee and student of his actions in writing. If this suspension is from extracurricular activities, the Dean may notify the President and the Committee.

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| 5th | Expulsion | Only the Board of Trustees may invoke the penalty of expulsion from the institute under the procedure hereinafter set forth. |
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- B. Reporting of Offenses — Any student, faculty member, or staff member should report incidents of misconduct to the Dean of Instruction.
- C. Initial Investigation and Hearing — The Dean of Instruction will confer with the accused and explain to the accused his rights to due process and notify him of his opportunities to explain his conduct and to request a full hearing which should be held within twenty-four (24) hours after notification.
- D. Options of the Dean of Instruction — After his investigation and hearing the Dean will have the following options:
1. To drop the charge against the accused.
 2. To declare the case closed immediately for lack of evidence.
 3. To uphold the disciplinary decisions of the instructor.
 4. To admonish that repetition of the questionable conduct may necessitate further discipline.
 5. To invoke a disciplinary suspension from extracurricular activities.
 6. To recommend a disciplinary suspension from a class, classes or curriculum.
 7. To recommend disciplinary expulsion from the College.
- E. After Investigation and Hearing — The Dean will notify the President and the Committee of his initial investigation and hearing when the disciplinary action taken results in the student being suspended for more than three consecutive class sessions or expelled from the College.
- F. Options of the Accused
1. The accused may accept the penalty proposed by the Dean.
 - a. The Dean will in writing identify the claimed misconduct, present a statement of the full penalty proposed and a statement of the student's rights to due process to the accused.
 - b. The accused's signature on such document will indicate his acceptance of the penalty and understanding of his rights, but will not represent an admission of guilt.
 2. The accused may within three school days file with the Chairman of the Committee a request for a hearing and a determination of the recommendation to the President by the Committee.
 - a. The Dean will notify the Committee in writing of the alleged misconduct and the nature of all the evidence.
 - b. A copy will be given to the accused.
- G. The President's Advisory Student Committee
1. The Committee is created to conduct hearings assigned to its jurisdiction.
 - a. The Committee shall be composed of five members.
 1. The Chairman will preside over the hearing.
 2. Five members shall be appointed, including the Chairman, by the President of the College.
 2. Appointments are for one year (September-August 31).

3. Duties

- a. The Committee must be a full complement to hear and determine the facts of a case.
- b. Any member of the Committee who is personally connected with case shall inform the Chairman and shall be disqualified. A replacement shall be appointed as noted in Section G-1.

H. Hearings and Determination by the Committee.

1. Call of Hearing

- a. Upon receipt of an appeal by the accused or a request of case review by Dean of Instruction, the Chairman of the Committee will:
 1. Set a time for the hearing
 2. Notify the accused and the Dean of the time and place.
 3. Make arrangements for recordings.
- b. Such hearing should take place within one calendar week of the time of the notification of the Dean and the accused.

2. The Hearing

- a. The Chairman calls the session to order.
- b. All interested parties take their respective places.
- c. The Chairman will read the charge against the accused in the presence of the accused.
- d. The Dean or appointed representative of the College and the accused or his representative have the opportunity to make an opening statement.
- e. All pertinent information regarding the claimed misconduct will be presented by the Dean or by his representative and/or witnesses of his choice. (Should the representative be an attorney, the Chairman must make this known to the accused at least forty-eight (48) hours before the hearing.)
- f. The accused or his representative, after hearing all evidence presented, may question the accused and/or witnesses. (Should the representative be an attorney, the accused must make this known to the Chairman at least forty-eight (48) hours before the hearing.)
- g. The accused or his representative will then have the opportunity to present his case, including all evidence and witnesses, including a reasonable number of character witnesses (from student body, faculty or staff). The accused may exercise the right to remain silent.
- h. In the event the accused does not exercise his or her right to remain silent, the Dean will have the right to then question the accused. The Dean shall at all times have the right to question all witnesses presented by the accused.
- i. The Committee shall then question both the accused (if he or she hasn't exercised his or her right to remain silent), and any witnesses.
- j. The Committee will then clear the room and render a recommendation as to the accused and said determination shall be immediately submitted to the President and the student so notified.
- k. Failure by the accused to appear at the hearing after due notice thereof will not prevent the Committee from hearing the evidence and making its recommendation to the President.

3. Judgment

- a. A majority vote by the Committee will render a decision to be recommended to the President. Each member of the Committee shall have one vote.

APPEAL

A. Any accused has the right to appeal in writing to the President of the College within five days after the Committee's recommendation.

1. The President may:

- a. Endorse the Committee recommendation.
- b. Reduce or rescind the Committee recommendation.
- c. Invoke more severe penalty exclusive of expulsion.

B. The President has the right to review any Committee recommendation and may adjust same in accordance with A-1 above whether or not an appeal has been filed.

C. Any accused for any reason shall have the right to appeal from the decision of the President to the Board of Trustees, by filing a notice with the President and the secretary of the Board within ten (10) days from the written notice of President's decision.

D. The Board of Trustees shall notify the accused, in writing, as to the time, date and place of hearing which date shall not be less than ten (10) days from the date of said notice.

- 1. The Board of Trustees may appoint a panel of three of its members to hear said appeal and to make recommendations to the full Board.
- 2. The Board of Trustees shall make its decision within five (5) days following said hearing either by the full Board or as set forth in D-1 above.
- 3. The decision of the Board of Trustees shall be final.

E. Any recommendation of the President for expulsion shall at all times be submitted to the Board for approval or modification whether or not an appeal has been timely filed.

**CONSTITUTION OF THE ANSON COMMUNITY COLLEGE
STUDENT ASSOCIATION**

We, the students of Anson Community College, do hereby establish the Student Association Constitution in order to promote unity among ourselves, the college, and the community; promote student pride and responsibility; maintain high standards of conduct; and promote the educational, personal, social and cultural growth within the college.

ARTICLE I — NAME

The organization shall be known as the Anson Community College Student Association.

ARTICLE II — PURPOSE

The purpose of the Student Association shall be to enhance the college through the representation of the student body in matters affecting student life and student affairs. Moreover, the Student Association shall promote and supervise student organizations and activities in order to enhance educational, personal, social, and cultural growth for all Anson Community College students.

ARTICLE III — MEMBERSHIP

All enrolled students, full-time or part-time, who pay the student activity fee shall be members of the Anson Community College Student Association.

ARTICLE IV — OFFICERS AND ELECTIONS

Section 1. Executive Council.

- a. The executive council of the Student Association shall consist of a President, Vice President, Secretary, and Treasurer.
- b. The Executive Council shall serve to provide leadership and coordination for all Student Association sponsored events and activities.

Section 2. Duties of Executive Officers.

- a. The President shall preside at all Student Association meetings and serve as the official representative of the student body. The President shall serve on the Student Association Executive Council. The President also shall serve as an ex-officio member of the Anson Community College Board of Trustees, and as a member of other college committees as appointed by the College Administration.
- b. The Vice President shall assume the duties of the president in his/her absence and assume the office of the president if for any reason the president must vacate office. The vice president shall serve on the Student Association Executive Council.
- c. The Secretary shall maintain a permanent record of all Student Association meetings and post minutes within one week following each meeting. The Secretary shall serve on the Student Association Executive Council.
- d. The Treasurer shall maintain a record of all financial transactions involving Student Association funds, and coordinate financial requests with the Student Association Executive Council and the Student Association Advisor. The Treasurer shall serve on the Student Association Executive Council.

Section 3. Election of Executive Council Officers.

- a. Executive Council Officers shall be elected each spring quarter and will serve for one academic year.
- b. Qualified candidates must commit to serving a one year term, maintain 2.0 GPA, and must be approved by the College Administration and/or the Student Association Advisor.

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- c. Nominations shall be accepted by the Student Association Advisor two weeks prior to the election date.
 - d. Election date, time and place shall be announced no later than one week prior to the election date.
 - e. Voting will be by secret ballot. The name of each eligible voter shall be checked as ballots are received.
 - f. Executive Council Officers shall be elected by a majority of Student Association members voting. In the event of a tie, a second election may be requested or required.
 - g. Executive Council elections will be supervised by the Student Association Advisor. The Dean of Student Services and/or College Administration shall be responsible for resolving any election disputes and all resolutions shall be final.
 - h. The newly elected Student Association Executive Council Officers shall take office effective Fall Quarter.
 - i. If an Executive Council Officer is unable to complete the elected term, the vacancy shall be filled by appointment or special election. The Executive Council and the Student Association Advisor shall be responsible for determining the appropriate process. Any appointments shall be made by the Executive Council with prior approval of the Student Association Advisor and the Dean of Student Services and/or College Administration. The Dean of Student Services and/or College Administration shall be responsible for resolving any election disputes and all resolutions shall be final.

ARTICLE V — STUDENT ASSOCIATION ADVISOR

Section 1. Advisor Appointment

The Dean of Student Services and/or the College Administration shall appoint a Student Association Advisor. The Advisor shall be an employee of the College.

Section 2. Advisor Responsibilities

The Student Association Advisor shall serve to guide and support the Executive Council and to supervise all Student Association sponsored events and activities.

ARTICLE VI — STUDENT ASSOCIATION MEMBERSHIP

Section 1. Student Association Membership Meetings.

- a. The Student Association Membership shall meet quarterly. The Executive Council may call special meetings as necessary.
- b. The Student Association Membership meetings shall be open to all members of the student body, faculty, and administration.

Section 2. Legislative Authority.

The Student Association legislative authority, under the direct supervision of the Executive Council and the Student Association Advisor, shall be vested in the membership.

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- b. The Student Association Membership shall have power to:
 - 1. Appropriate Student Association funds for sponsored events or activities under the direct supervision of the Student Association and the Student Association Advisor.
 - 2. Appropriate Student Association funds, as requested, for clubs and organization recognized by the Student Association and/or College.
 - 3. Sanction new student organizations and clubs under the guidelines established in the Anson Community College Handbook and Policy Manual.
 - 4. Establish student committees to serve under the direction of the Executive Council for a specific purpose or project.
 - 5. Approve the use of the Student Association Van under the guidelines established in the Anson Community College Handbook and Policy Manual.
 - 6. Establish and appropriate funds for Student Publications under the guidelines established in the Anson Community College Handbook and Policy Manual.
 - 7. Require reports from all student organizations.
 - 8. Initiate official acts to promote student life.
 - c. Legislative acts shall be enacted with a majority vote of members present during a Student Association meeting, and the prior approval of the Executive Council and Student Association Advisor.
 - d. Student Association Members present, the Student Association Advisor, and three-quarters of the Executive Council shall constitute a quorum.
 - e. The membership shall have power to appropriate Student Association funds. The disbursement and collection of all Student Association funds shall be under the direct supervision of the Student Association Advisor and the college administration.
 - f. It is hereby recognized that the authority vested in any legislative action by the Executive Council or the Student Association Membership must be approved by the Student Association Advisor, the Dean of Student Services and/or the College Administration.

ARTICLE VII — STUDENT ASSOCIATION ACTIVITIES

Section 1. Purpose

The Student Association shall promote and supervise student organizations and activities in order to enhance the educational, personal, social, and cultural development of students.

Section 2. Activities

- a. Student Association sponsored events or activities shall be open to all Student Association members, college faculty and staff, and college administration.
- b. Sponsored events or activities shall be consistent with any appropriated guidelines or policy in the Anson Community College Handbook and Policy Manual.

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- c. All Student Association sponsored events and activities shall have prior approval of the Student Association Advisor and/or the college administration, and shall be supervised by the Student Association Advisor or appropriate college personnel appointed by the College Administration.

ARTICLE VIII — PUBLICATIONS

Section 1. Purpose

Student Association sponsored publications shall serve to both inform and promote the educational, personal, social, and cultural development of students.

Section 2. Organization and Editorial Authority

- a. Student Association sponsored publications shall conform to any guidelines or policies established in the Anson Community College Handbook and Policy Manual.
- b. A Faculty Advisor shall be recommended by the Executive Council and must be approved by the College Administration for each publication.
- c. The Faculty Advisor shall serve to support, guide and supervise the Student Association sponsored publication.
- d. The Faculty Advisor and/or the College Administration, along with Executive Council recommendations, shall have final editorial authority over Student Association sponsored publications.

ARTICLE IX — CONSTITUTIONAL AMENDMENTS

Section 1. Proposed Amendments.

- a. Amendments to the Student Association Constitution may be proposed by an association member, the Executive Council, Student Association Advisor, Faculty, or the College Administration.
- b. Proposed amendments must have prior approval of the Executive Council, Student Association Advisor, College Administration, and College Board of Trustees.

Section 2. Amendment Ratification

- a. A proposed constitutional amendment shall be ratified by a majority member vote.
- b. Voting dates, time and place shall be announced not later than one week prior to the election date.
- c. Voting will be by secret ballot. The name of each eligible voter shall be checked as ballots are received.
- d. The Student Association Advisor shall supervise the voting process.

ARTICLE X — CONSTITUTION RATIFICATION

- Section 1. The constitution shall take effect immediately upon ratification.
- Section 2. Ratification shall be accomplished in three stages.
- a. Approval granted by the college administration and a majority vote of the current year Student Association Officers.
 - b. Approval granted by the College Board of Trustees.
 - c. A majority vote of the student body during an open Student Association meeting.



LEARNING RESOURCES CENTER

LEARNING RESOURCES CENTER

The Learning Resources Center is a vital part of the college and supports the philosophy and mission of the institution by providing services relevant to its purposes. The four service areas of the Learning Resources Center are the library, audiovisual support, telecommunications, and GED testing.

Library Services

The library is located in the Martin Learning Resources Center. There are approximately 21,000 books and 250 periodicals which support the educational programs of the institution. Although the library collection is not community-oriented, the library is open to anyone who wishes to use it. In-house use of materials is unrestricted. A patron must be at least eighteen years of age or a student at Anson Community College to check out material for home use. Students who are sixteen and seventeen years old may check out materials with parental approval.

The library participates in the interlibrary loan program to provide books, 16mm films, and videotapes. Most of the circulating materials belonging to participating institutions in the state are available to the library patron.

Audiovisual Support Services

To support and enhance the educational programs of the institution and to complement the learning styles of the users, over 2000 audiovisual items are available. This collection includes microforms, filmstrips, slides, videotapes, and cassettes. The equipment needed to show or view these various media is available.

Telecommunications

The Learning Resources Center offers two telecommunications services. For students and the general public, the center has teleconferences. Using satellite linkage, live and videotaped conferences are offered from remote locations. The conferences usually last one day or less.

Also available are college credit courses on television. Anson Community College, in cooperation with the North Carolina Center for Public Television, offers semester courses (13 to 15 weeks). Weekly, the student views the course program in his home. An ACC instructor is assigned to the course. The student meets with the instructor two or three times during the semester, sends in the assignments, and comes to the campus to take tests.

GED TESTING

An adult who did not complete high school may take the General Educational Development test to demonstrate general educational competency. After successfully completing the GED, a diploma is awarded by the State Board of Community Colleges. This GED diploma is recognized and generally accepted as equivalent to a high school diploma.

Persons who are not high school graduates may apply to take the GED if they are 18 years of age, are residents of the state, and currently enrolled in a GED class.

Anson Community College is an official GED Testing Center. An appointment must be made to test. A \$7.50 testing fee and positive identification are required of all first time examinees.





CAREER PROGRAMS

ASSOCIATE IN SCIENCE

New College Transfer Degree

Like the Associate in Arts, this College Transfer program is designed to parallel the freshman and sophomore years of students of a four-year college or university. Students pursue a program of general education in the areas of humanities and social and behavioral sciences with a strong emphasis in the areas of mathematics and natural science.

The Associate in Science degree is designed for the student who plans to major in mathematics, natural science, or technology.

For more information on the Associate in Science degree, see a counselor or your advisor.

ASSOCIATE IN ARTS (College Transfer)

The College Transfer program is designed to offer students an opportunity to take the first two years of a liberal arts college curriculum. Students successfully completing the required hours in the College Transfer program are awarded an Associate in Arts Degree.

COLLEGE TRANSFER

The College Transfer program is designed to parallel the freshman and sophomore years of study of a four-year college or university. In the first two years of college, students pursue a program of general education in the areas of humanities, social and behavioral sciences, mathematics, and sciences.

Anson Community College provides counseling to help students plan their program for transfer to the college of their choice. Students should structure their programs of study in conference with counselors, advisors, and admissions personnel at the college or university to which they wish to transfer. The structure of each student's program should be based on high school records, occupational goals, and choice of college to which the student plans to transfer.

Lec. Lab Cr.

COMMUNICATIONS

Required Courses (10 credits)

ENG 155	English Composition I	5	0	5
ENG 156	English Composition II	5	0	5

HUMANITIES AND FINE ARTS

Required courses (15 credits)

ENG 251	World Literature I	5	0	5
ENG 271	African American Literature	5	0	5
SPH 251	Speech Fundamentals	5	0	5

Students may select additional credit hours from the following courses:

ART 251	History and Appreciation of Art	5	0	5
ENG 260	Major American Authors	5	0	5
JOU 251	Introduction to Journalism and Mass Communication	5	0	5
MUS 151	Chorus	0	3	1
MUS 251	Introduction to the Appreciation of Music	5	0	5
REL 260	Survey of the Old Testament	5	0	5
REL 262	New Testament	5	0	5
SPA 151	Beginning Spanish	5	0	5
SPA 152	Intermediate Spanish	5	0	5

MATHEMATICS

Required Courses (10 credits)

MAT 151	College Mathematics	5	0	5
MAT 160	College Algebra	5	0	5

Students may select additional credit hours from the following courses:

MAT 260	College Trigonometry	5	0	5
MAT 270	Pre-calculus	5	0	5

NATURAL SCIENCE

Required Courses (12 credits)

BIO 160	General Biology I	3	2	4
BIO 162	General Biology II	3	2	4
BIO 164	General Biology III	3	2	4

Students may select additional credit hours from the following courses:

GEO 151	Principles of Geography	5	0	5
PHY 170	Basic Physical Science	5	2	6

SOCIAL AND BEHAVIORAL SCIENCES

Required Courses (15 credits)

HIS 151	World Civilization I	5	0	5
HIS 251	World Civilization II	5	0	5
PSY 151	Introductory Psychology	5	0	5

Students may select additional credit hours from the following courses:

ANT 151	Cultural Anthropology	5	0	5
ECO 251	Principles of Economics I	5	0	5
ECO 255	Principles of Economics II	5	0	5
GEO 252	World Geography	5	0	5
HIS 161	American History I	5	0	5
HIS 261	American History II	5	0	5
HIS 165	North Carolina History	5	0	5
POL 152	American National Government	5	0	5
PSY 251	Developmental Psychology	5	0	5
SOC 251	Introduction to Sociology	5	0	5

PHYSICAL EDUCATION

Required Courses (4 credits)

PED 151	General Physical Education	2	0	2
PED 152	Individual Sports	2	0	2

ELECTIVES

Thirty (30) credit hours can be taken as electives. It is recommended that electives be taken in the liberal arts area.

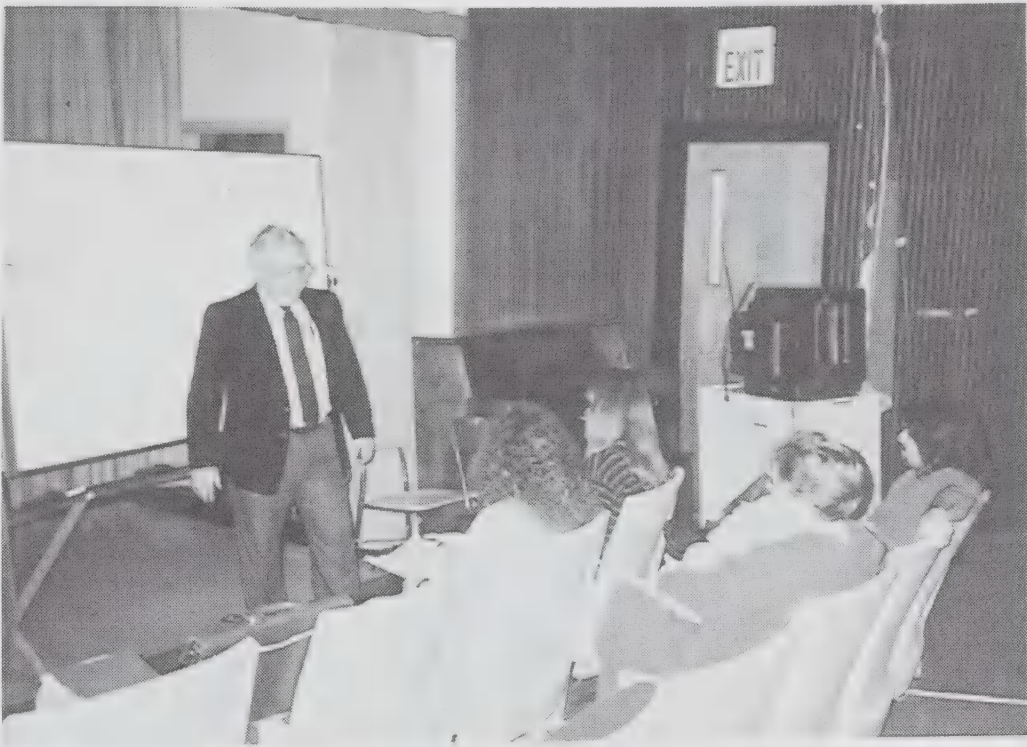
TOTAL QUARTER HOURS CREDIT

96

ASSOCIATE IN APPLIED SCIENCE DEGREE

Accounting
Air Conditioning, Heating and Refrigeration Technology
Business Administration
Business Computer Programming
Criminal Justice: Protective Services Technology
Drafting and Design Engineering Technology
General Education
Medical Assisting
Photography Technology
Secretarial
 Administrative Office Technology Option
 General Office Option
 Legal Option
 Medical Office Technology Option
Social Service Associate

Students successfully completing the required hours in these curriculums are awarded an Associate in Applied Science or an Associate in General Education Degree.



ACCOUNTING (T-016)

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

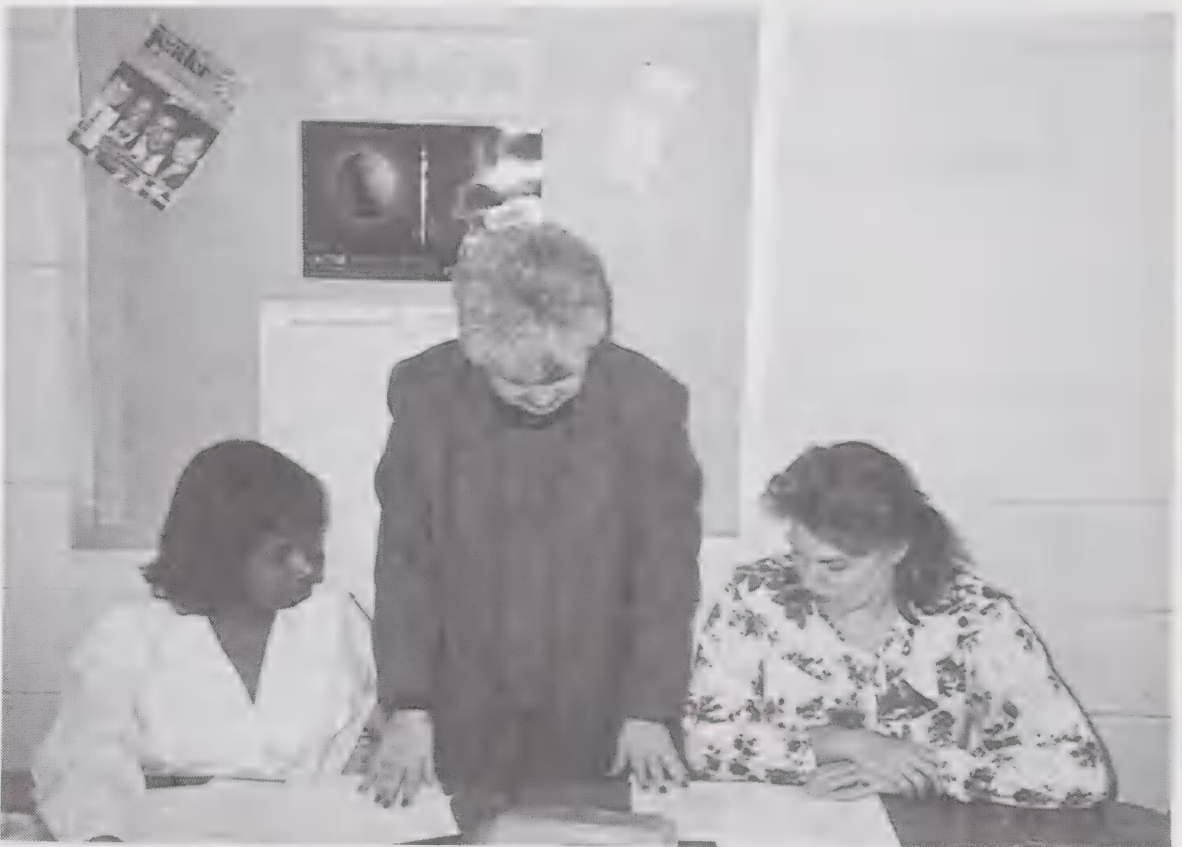
JOB OPPORTUNITIES

Entry Level

Accountant
Estimator
Bookkeeper I
Bookkeeping-Machine Operator I
Accounting Clerk

Advanced Level

Budget Accountant
Cost Accountant
Property Accountant
Systems Accountant
Bookkeeper II
Bookkeeping-Machine Operator II



ACCOUNTING

DEGREE PLAN

Credit
Hours Contact
Hours

Technical Courses

ACC 120	Accounting Principles I	5	5
ACC 121	Accounting Principles II	5	5
ACC 122	Accounting Principles III	5	5
ACC 208	Computerized Accounting	3	4
ACC 220	Payroll Accounting	3	3
ACC 222	Intermediate Accounting I	5	5
ACC 223	Intermediate Accounting II	5	5
ACC 225	Cost Accounting	5	5
ACC 229	Income Taxes	5	5
ACC 231	Auditing	5	5
BUS 100	Business Mathematics	3	4
BUS 115	Business Law I	3	3
BUS 116	Business Law II	3	3
BUS 125	Business Finance	5	5
BUS 235	Business Management	3	3
CAS 205	Spreadsheet Applications	3	4
CSC 102	Microcomputer Operations	2	3
CSC 104	Introduction to Data Processing	4	5
ECO 103	Principles of Macroeconomics	5	5
OSC 101	Keyboarding	4	5

General Education Courses

ENG 155	English Composition I	5	5
MAT 151	College Mathematics	5	5
PSY 151	Introductory Psychology	5	5
RED 101	Reading Skills III (College Reading) See Note	2	3
SOC 251	Introduction to Sociology	5	5
SPH 251	Fundamentals of Speech	5	5

Electives

The student must take a minimum of eight (8) credit hours of electives, five (5) of which must be selected from the following courses.

BUS 230, BUS 247, CSC 101, ECO 105, MKT 232, MKT 239

TOTAL CREDIT HOURS

116

NOTE: The student is required to take prerequisite RED 091 before RED 101.

AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY (T-036)

The Air Conditioning, Heating, and Refrigeration Technology curriculum develops an understanding of the principles involved in designing, planning, installing, operating, troubleshooting and organizing maintenance of climate control equipment and systems. Graduates of the Air Conditioning, Heating, and Refrigeration Technology curriculum should be able to assist in planning installations, designing systems, and organizing maintenance and work scheduling. In addition, they should be able to assist in installing, servicing, and operating environmental control systems in residential and commercial establishments. Job opportunities exist with companies that specialize in residential, commercial and industrial air conditioning, heating, and refrigeration systems, design, installation and service. The graduate should be able to assist in designing mechanical equipment, ductwork, and electrical controls required in residential and commercial projects. With experience the graduate should be able to design various air conditioning, heating and refrigeration systems and function efficiently in working with systems designers, engineers, mechanics, sales engineers and others in the field. The technician may be employed in areas of systems design, engineering assistance, estimating, sales, maintenance scheduling installation and service management in the growing field of air conditioning, heating and cooling.

JOB OPPORTUNITIES

Environmental Control System
Installer-Servicer
Refrigeration Technician
Air Conditioning and Heating Technician
H.V.A.C. Engineering Assistant
H.V.A.C. Sales Technician



AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY

DEGREE PLAN

Credit
Hours

Contact
Hours

Technical Courses

AHR 102	Fundamentals of Heating	4	8
AHR 103	Refrigeration Electrical Systems	4	8
AHR 104	Refrigeration Systems	6	12
AHR 105	Dom/Com Refrigeration Installation & Servicing	6	12
AHR 106	Air Conditioning Systems	6	12
AHR 107	Air Conditioning & Refrigeration Troubleshooting	6	12
AHR 108	Duct Design & Installation	4	8
AHR 109	All Year Comfort Systems	4	8
AHR 110	Automatic Controls	4	8
AHR 111	Forced Air Heating Systems	2	4
AHR 112	Applied Electronics for HVAC Systems	3	5
AHR 113	Refrigerant Management	2	4
AHR 211	Heating Systems	5	9
AHR 212	Residential & Commercial A/C Systems	6	8
AHR 213	All Weather Systems - Heat Pumps	5	9
AHR 214	Residential & Commercial Air Distribution	5	9
AHR 215	Hydronic Heating Systems	3	5
AHR 217	Job Planning & Estimating	4	8
BUS 236	Small Business Management	3	3
CSC 102	Microcomputer Operations	2	3
DFT 101	Technical Drafting	3	5

General Education Courses

ENG 155	English Composition I	5	5
MAT 151	College Mathematics	5	5
PHY 100	Physics: Properties of Matter	4	5
PHY 102	Physics: Work, Energy, Power	3	4
PSY 151	Introductory Psychology	5	5
RED 101	Reading Skills III (College Reading)	2	3
SOC 251	Introduction to Sociology	5	5
SPH 251	Speech Fundamentals	5	5

Electives

The student must take a minimum of three (3) credit hours of electives.

TOTAL CREDIT HOURS

124

NOTE: The student is required to take prerequisite RED 091 before RED 101.

BUSINESS ADMINISTRATION (T-018)

The Business Administration curriculum is designed to prepare an individual for entry into management positions.

The curriculum develops competencies in the application of management principles. Emphasis is placed on skill development in the areas of management functions, computer applications and analysis, critical thinking and decision-making techniques, marketing, finance, and legal aspects of utilization of human resources.

Through the development of management competencies, the graduate will be able to function as a contributing member of the management team.

JOB OPPORTUNITIES

Entry Level

Purchasing Agent
Sales Manager
Public-Relations Representative
Sales-Service Promoter
Training Representative
General Supervisor
Credit Card Operations Manager
Operations Officer
Loan Officer
Volunteer Services Supervisor
Customer Services Manager
Residence Supervisor

Advanced Level

Personnel Manager
Credit & Collection Manager
Customer Service Manager
Branch Manager
Production Superintendent
Traffic Manager
Credit Union Manager
Housing Project Manager
Market Manager
Loan Counselor
Office Manager
Department Manager
Warehouse Manager



BUSINESS ADMINISTRATION

DEGREE PLAN

**Credit
Hours** **Contact
Hours**

Technical Courses

ACC 120	Accounting Principles I	5	5
ACC 121	Accounting Principles II	5	5
ACC 122	Accounting Principles III	5	5
BUS 100	Business Mathematics	3	4
BUS 101	Introduction to Business	3	3
BUS 115	Business Law I	3	3
BUS 116	Business Law II	3	3
BUS 125	Business Finance	5	5
BUS 200	Current Management Issues	3	3
BUS 205	Leadership Styles	3	3
BUS 230	Principles of Personnel Management	5	5
BUS 232	Principles of Supervision	3	3
BUS 235	Business Management	3	3
BUS 236	Small Business Management	3	3
BUS 247	Business Insurance	3	3
CAS 205	Spreadsheet Applications	3	4
CSC 102	Microcomputer Operations	2	3
CSC 104	Introduction to Data Processing	4	5
ECO 103	Principles of MacroEconomics	5	5
MKT 232	Sales Development	3	3
MKT 239	Marketing	3	3
MKT 243	Advertising	3	3
OSC 101	Keyboarding	4	5

General Education Courses

ENG 155	English Composition I	5	5
MAT 151	College Mathematics	5	5
PSY 151	Introductory Psychology	5	5
RED 101	Reading Skills III (College Reading)	2	3
SOC 251	Introduction to Sociology	5	5
SPH 251	Speech Fundamentals	5	5

Electives

The student must take a minimum of eight (8) credit hours of electives, five (5) of which must be selected from the following courses.

ACC 225, BUS 240, CAS 206, CSC 101, MKT 241, MKT 245, OSC 240, PHI 101

TOTAL CREDIT HOURS

117

NOTE: The student is required to take prerequisite RED 091 before RED 101.

BUSINESS COMPUTER PROGRAMMING (T-022)

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

JOB OPPORTUNITIES

Entry Level

Computer Programmer
Computer Programmer Trainee
Information Systems Programmer
Process Control Programmer
Detail Programmer

Advanced Levels

Data Processing Manager
Supervisor
Computer Operations Manager/
Supervisor
Chief Business Programmer
Data Processing Programmer/
Analyst

New Program: Microcomputer Systems Technology (T-192)

The purpose of the Microcomputer Systems Technology (MST) curriculum is to prepare graduates for employment with businesses, industry, and government organizations that use or are planning to use computers to process and manage information.

Using microcomputers or other small computer systems, students will learn to apply a variety of commonly used business applications and systems software; set up microcomputer hardware and install software; develop user training programs and user documentation; evaluate and recommend hardware and software; assist users in resolving hardware and software problems; and develop control and security procedures. Students will also learn the fundamentals of microcomputer networking.

If you are interested in the MST program, see a college counselor or your advisor.

BUSINESS COMPUTER PROGRAMMING

DEGREE PLAN

Credit
Hours Contact
Hours

Technical Courses

#ACC 120	Accounting Principles I	5	5
#ACC 121	Accounting Principles II	5	5
#BUS 100	Business Mathematics	3	4
BUS 115	Business Law I	3	3
BUS 125	Business Finance	5	5
CAS 205	Spreadsheet Applications	3	4
CAS 206	Database Applications	3	4
CAS 217	Software Applications	3	4
#CSC 101	Introduction to MS-DOS	2	3
#CSC 104	Introduction to Data Processing	4	5
CSC 109	BASIC Language Programming I	4	5
CSC 110	BASIC Language Programming II	4	5
#CSC 111	COBOL I	4	5
#CSC 112	COBOL II	4	5
#CSC 200	Computer Operations I	3	4
#CSC 206	C++ Programming Language	4	5
#CSC 207	RPG II Language Programming I	4	5
CSC 208	RPG II Language Programming II	4	5
#CSC 216	Data Processing Applications	3	5
#CSC 220	System Analysis and Design	3	3
#ECO 103	Principles of Macroeconomics	5	5
#OSC 102	Keyboarding	4	5
#OSC 240	Word Processing Applications I	3	4
MKT 239	Marketing	3	3

General Education Courses

#ENG 155	English Composition I	5	5
#MAT 151	College Mathematics	5	5
PSY 151	Introductory Psychology	5	5
RED 101	Reading Skills III (College Reading)	2	3
SOC 251	Introduction to Sociology	5	5
#SPE 251	Speech Fundamentals	5	5

Electives

The student is required to take a minimum of three (3) credit hours of electives.

TOTAL CREDIT HOURS 118

#Students successfully completing all courses marked with “#” may be awarded a Business Computer Programming diploma.

NOTE: The student is required to take prerequisite RED 091 before RED 101.

CRIMINAL JUSTICE - PROTECTIVE SERVICES TECHNOLOGY (T-129)

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills, and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

JOB OPPORTUNITIES

Alcohol Enforcement Officer
College or University Officer
Correctional Officer
Correctional Programs Assistant
Deputy Sheriff
Industrial Security Officer
Investigators

Highway Patrolman
Police Officer
Park Security Officer
Private Security Officer
Retail Security Officer
Wildlife Enforcement Officer



CRIMINAL JUSTICE - PROTECTIVE SERVICES TECHNOLOGY

DEGREE PLAN	Credit Hours	Contact Hours
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Technical Courses

CJC 101	Introduction to Criminal Justice	5	5
CJC 102	Criminology	5	5
CJC 110	Juvenile Delinquency	5	5
CJC 112	Criminal Law	5	5
CJC 135	Forensic Science	4	5
CJC 206	Community Relations and Ethics	3	3
CJC 207	Correction Organization and Administration	3	3
CJC 209	Correctional Law	3	3
CJC 210	Criminal Investigation	5	5
CJC 212	Crisis Intervention and Management	4	5
CJC 215	Substance Abuse	5	5
CJC 222	Criminal Justice Administration	5	5
CJC 223	Principles of Rehabilitation	4	4
CJC 234	Community Based Correction	3	3
CJC 242	Introduction to Private Protective Services	4	4
CJC 245	Court Procedure and Rules of Evidence	5	5
CSC 102	Microcomputer Operations	2	3
HEA 211	First Aid and Safety	3	3
LEX 201	Constitutional Law	5	5
POL 152	American National Government	5	5

General Education Courses

ENG 155	Composition I	5	5
MAT 151	College Mathematics	5	5
PSY 151	Introductory Psychology	5	5
PSY 255	Abnormal Psychology	5	5
RED 101	Reading Skills III	2	3
SOC 214	Social Problems	3	3
SOC 251	Introduction to Sociology	5	5
SPH 251	Speech Fundamentals	5	5

Electives

3

TOTAL CREDIT HOURS

121

DRAFTING AND DESIGN ENGINEERING TECHNOLOGY (T-043)

The drafting and design engineering technology curriculum prepares technicians for drafting and/or designing mechanical parts, mechanisms and mechanical systems. Emphasis is placed on developing the student's ability to think and plan as well as on the development of drafting and design skills. Computer Aided Drafting (CAD) and conventional equipment will be used to produce drawings such as sectional views, subassemblies and major components of machinery and mechanical systems. Coursework includes the study of technical drafting and design, materials, applied mechanics, mechanical systems, manufacturing methods, manufacturing processes, applied physics, technical mathematics, descriptive geometry, computer applications and written and oral communications. Drafting and design technicians are employed in many types of manufacturing, fabrication, research and development and service industries.

JOB OPPORTUNITIES

Mechanical Design Technician
Mechanical Drafter
Tool Design Drafter
CAD Drafter/Designer
Detail Drafter



DRAFTING AND DESIGN ENGINEERING TECHNOLOGY

DEGREE PLAN

	Credit Hours	Contact Hours
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Technical Courses

BPR 105	Blueprint Reading and Sketching	2	3
BUS 236	Small Business Management	3	3
CSC 101	Introduction to MS-DOS	2	3
CSC 102	Microcomputer Operations	2	3
DDF 205	Design Drafting I	5	8
DDF 206	Design Drafting II	5	8
DFT 101	Technical Drafting I	3	5
DFT 102	Technical Drafting II	3	5
DFT 110	Technical Drawing I	5	8
DFT 120	Technical Drawing II	5	8
DFT 130	Technical Drawing III	5	8
DFT 148	CAD I	3	7
DFT 149	CAD II	3	7
DFT 204	Descriptive Geometry	4	6
DFT 211	Mechanisms	4	6
HYD 235	Hydraulics and Pneumatics	4	6
MEC 105	Statics	4	5
MEC 205	Strengths	4	5
MEC 210	Physical Metallurgy	4	6
MEC 240	Mechanical Problem Solving	5	8

General Education Courses

ENG 155	English Composition I	5	5
MAT 151	College Mathematics	5	5
MAT 160	College Algebra	5	5
MAT 260	College Trigonometry	5	5
PHY 100	Physics: Properties of Matter	4	5
PHY 102	Physics: Work, Energy, Power	3	4
PSY 151	Introductory Psychology	5	5
SOC 251	Introduction to Sociology	5	5
SPH 251	Speech Fundamentals	5	5
RED 101	Reading Skills III (College Reading)	2	3

Electives

The student is required to take a minimum of five (5) credit hours of electives.

TOTAL CREDIT HOURS		124
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NOTE: The student is required to take prerequisite RED 091 before RED 101.

GENERAL EDUCATION DEGREE (G-020)

Students have several available options under the General Education Program.

One option is the major in General Education, designed for students as a course of study parallel to the first two years of Baccalaureate degree. After completing 96 hours, the student can transfer to a four year college or university to complete his or her Bachelor’s Degree.

To major in General Education, the student must complete the minimum requirements in mathematics, science, social science, English, and history. Then he or she can select the remaining number of hours needed to equal 96 from the other General Education courses.

Anson Community College has direct transfer agreements with the following institutions of higher education in North Carolina:

Bennett College	North Carolina State University
Campbell University	North Carolina Wesleyan College
Catawba College	Pembroke State University
Fayetteville State University	Pfeiffer College
Gardner Webb College	Shaw University
Greensboro College	University of North Carolina at Charlotte
Livingstone College	Warren Wilson College
Methodist College	Wingate University
Montreat-Anderson College	Winston-Salem State University
North Carolina A & T State University	
North Carolina Central University	

Another option is to complete 48 hours from the General Education offerings along with an additional 48 hours from either General Education offerings or any other Associate Degree Program offered by ACC.

MAJOR IN GENERAL EDUCATION

		Lec.	Lab	Cr.
HUMANITIES AND FINE ARTS				
Required course(s):				
ENG 155	English Composition I	5	0	5
*RED 101	Reading Skills III (College Reading)	1	2	3
SPH 251	Speech Fundamentals	5	0	5
Select a minimum of 5 credit hours from the following courses:				
ENG 156	English Composition II	5	0	5
ENG 251	World Literature	5	0	5
ENG 260	Major American Authors	5	0	5
ENG 270	African American Literature	5	0	5
Select a minimum of 5 credit hours from the following courses:				
HIS 151	World Civilization I	5	0	5
HIS 251	World Civilization II	5	0	5
HIS 161	American History I	5	0	5
HIS 165	North Carolina History	5	0	5
HIS 261	American History II	5	0	5

Students may select additional credit hours from the following courses:

ART 251	History and Appreciation of Art	5	0	5
JOU 251	Introduction to Journalism	5	0	5
MUS 151	Chorus	0	3	1
MUS 251	Introduction to the Appreciation of Music	5	0	5
PHI 151	Introduction to Ethics	5	0	5
REL 260	Survey of the Old Testament	5	0	5
REL 262	New Testament	5	0	5
SPA 151	Beginning Spanish	5	0	5
SPA 152	Intermediate Spanish	5	0	5

BEHAVIOR SCIENCES AND SOCIAL SCIENCES

Required course(s):

PSY 151	Introductory Psychology	5	0	5
SOC 251	Introduction to Sociology	5	0	5

Students may select additional credit hours from the following courses:

ANT 151	Cultural Anthropology	5	0	5
ECO 251	Principles of Economics I	5	0	5
ECO 255	Principles of Economics II	5	0	5
GEO 251	World Geography	5	0	5
POL 152	American National Government	5	0	5
PSY 251	Developmental Psychology	5	0	5
PSY 260	Behavior Modification	5	0	5
SOC 255	Racial and Ethnic Relations in the U.S.	5	0	5

SCIENCE AND MATHEMATICS

Required course(s):

CSC 102	Microcomputer Operations	1	2	2
MAT 151	Introduction to College Mathematics	5	0	5

Select a minimum of 5 credit hours from the following courses:

MAT 155	Introductory Algebra	5	0	5
MAT 160	College Algebra	5	0	5
MAT 260	College Trigonometry	5	0	5
MAT 270	Pre-calculus	5	0	5

Select a minimum of 10 credit hours from the following courses:

PHY 170	Basic Physical Science	5	2	6
BIO 160	General Biology I	3	2	4
BIO 162	General Biology II	3	2	4
BIO 164	General Biology III	3	2	4
GEO 151	Principles of Geography	5	0	5

Students may select additional credit hours from the following courses:

PED 151	General Physical Education	2	0	2
PED 251	Individual Sports	2	0	2
HSE 151	Personal Health and Hygiene	3	0	3

TOTAL CREDIT HOURS REQUIRED	96
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*The student is required to take prerequisite developmental RED 091 before RED 101. RED 101 is required for graduation.



GENERAL TECHNOLOGY CURRICULUM CORE

(T-201)

General Technology Curriculum Core is designed as a career mobility program for technical students to acquire the general education and related courses in subject areas such as humanities; communications; social sciences; general computer studies; general graphics (drafting); and theoretical and applied sciences such as biology, chemistry, physics, and mathematics that are foundation courses to specific curriculums in the technical field. After completion of this certificate curriculum the student has job skills for occupations requiring communication skills and/or science and mathematics. The student may take this program as the first level in a specific technical curriculum as the intended objective component of that technical curriculum. Students may also take this program for transfer to a technical curriculum at another community college system institution either prior to or concurrently with enrollment at the institution at which they intend to pursue or are pursuing a technical curriculum degree.

CAREER PLAN		Credit Hours	Contact Hours
<i>Related Courses</i>			
CSC 102	Microcomputer Operations	2	3
OSC 101	Keyboarding	4	5
MAT 101	Technical Mathematics I	5	5
MAT 151	College Mathematics	5	5
PHY 170	Basic Physical Science	6	7
<i>General Education Courses</i>			
ENG 155	English Composition I	5	5
PSY 151	Introductory Psychology	5	5
RED 101	Reading Skills III (College Reading)	2	3
SOC 251	Introduction to Sociology	5	5
SPH 251	Fundamentals of Speech	5	5

Electives

The student is required to take a minimum of six (6) credit hours of electives.

TOTAL CREDIT HOURS	50
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NOTE: The student is required to take prerequisite RED 091 before RED 101.

The Medical Assisting Curriculum prepares the graduate to be a multi-skilled practitioner qualified to perform administrative, clinical and laboratory procedures. The administrative aspects of instruction cover scheduling appointments; processing insurance accounts, medical reports, medical records, medical billing and collection; transcription and computer operations. Clinical and laboratory aspects of study include preparation of the patient for examination, assessing vital signs, assisting with examination and treatment, performing routine lab tests, using the electrocardiograph machine and administration of medication. Developing competencies in effective communication, managerial and supervisory skills, recognizing and responding to emergencies, and demonstrating adherence to ethical and legal standards of medical practices are emphasized.

Graduates of programs accredited by The Committee on Allied Health Education and Accreditation (CAHEA) may apply to take the certification examination administered by the Certifying Board of the American Association of Medical Assistants.

Graduates may be employed in a variety of health related services, such as; physician's offices, hospitals, clinics, industries, insurance companies, public health departments, nursing home and extended care facilities.

Individuals desiring a career as a medical assistant should take biology, mathematics and typing courses prior to entering the program.

JOB OPPORTUNITIES

Medical Assistant
Medical Transcriber
Phlebotomist
Receptionist

Insurance Clerk
Hospital Admissions Clerk
Medical Officer Manager
Medical Sales



MEDICAL ASSISTING

DEGREE PLAN

Credit
Hours

Class
Hours

Technical Courses

ACC 118	Basic Secretarial Accounting	5	5
BUS 235	Business Management	3	3
CSC 102	Microcomputer Operations	2	3
CSC 230	Computers in the Medical Office	3	4
OSC 101	Keyboarding	4	5
OSC 125	Medical Terminology I	5	5
OSC 126	Medical Terminology II	5	5
OSC 212	Medical Transcription	3	4
MED 110	Medical Orientation, Law and Ethics	3	3
MED 115	Examination Room Procedures I	4	6
MED 116	Examination Room Procedures II	5	8
MED 117	Examination Room Procedures III	4	5
MED 201	Medical Assisting Administrative I	5	6
MED 202	Medical Assisting Administrative II	4	5
MED 215	Lab Orientation I	4	6
MED 216	Lab Orientation II	4	6
MED 230	Medical Office Practice	8	22
MED 235	Symptomatology	3	3
MED 238	Principles of Disease	3	3
MED 240	Drug Therapy	2	2

General Education Courses

ENG 155	English Composition I	5	5
MAT 151	College Mathematics	5	5
PSY 151	Introductory Psychology	5	5
RED 101	Reading Skills III (College Reading)	2	3
SOC 251	Introduction to Sociology	5	5
SPH 251	Speech Fundamentals	5	5

Electives

3

TOTAL CREDIT HOURS

109

SECRETARIAL—ADMINISTRATIVE OFFICE TECHNOLOGY OPTION (T-030)

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

JOB OPPORTUNITIES

Entry Level

Typist/Transcriber
Corresponding Secretary
Electronic Data Transfer Secretary
Information Processing Specialist
Receptionist
Telephone Receptionist/Message Operator
Secretary
Word Processing Operator

Advanced Level

Administrative Assistant
Administrative Office Manager
Administrative Secretary
Executive Assistant
Office Automation Specialist
Supervisor, Communications
Training Coordinator
Word Processing Supervisor/
Manager



ADMINISTRATIVE OFFICE TECHNOLOGY OPTION

DEGREE PLAN		Credit Hours	Contact Hours
<i>Technical Courses</i>			
ACC 118	Basic Secretarial Accounting	5	5
ACC 119	Advanced Secretarial Accounting	5	5
ACC 220	Payroll Accounting	3	3
BUS 100	Business Mathematics	3	4
BUS 115	Business Law I	3	3
BUS 116	Business Law II	3	3
CAS 205	Spreadsheet Applications	3	4
CAS 207	Desktop Publishing	3	4
CAS 217	Software Applications	3	4
CSC 101	Introduction to MS-DOS	2	3
CSC 102	Microcomputer Operations	2	3
CSC 104	Introduction to Data Processing	4	5
ECO 103	Principles of MacroEconomics	5	5
OSC 101	Keyboarding	4	5
OSC 103	Keyboarding II	4	5
OSC 104	Keyboarding III	4	5
OSC 106	Shorthand I	4	5
OSC 107	Shorthand II	4	5
OSC 112	Records Management	3	3
OSC 209	Machine Transcription I	3	4
OSC 210	Machine Transcription II	3	4
OSC 215	Office Procedures	4	5
OSC 216	Professional Development	4	5
OSC 240	Word Processing Applications I	3	4
OSC 241	Word Processing Applications II	3	4
<i>General Education Courses</i>			
ENG 155	English Composition I	5	5
MAT 151	College Mathematics	5	5
PSY 151	Principles of Psychology	5	5
RED 101	Reading Skills III (College Reading)	2	3
SOC 251	Introduction to Sociology	5	5
SPH 251	Speech Fundamentals	5	5

Electives

The student is required to take a minimum of three (3) credit hours of electives.

TOTAL CREDIT HOURS	117
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NOTE: The student is required to take prerequisite RED 091 before RED 101.

SECRETARIAL—GENERAL OFFICE OPTION (T-033)

The purposes of the General Office curriculum are to prepare the individual to enter clerical/office occupations, provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position) and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

JOB OPPORTUNITIES

Entry Level

Business Machine Operator
Data Typist
Clerk-Typist
Typist
Payroll Clerk
File Clerk I
General Office Clerk
Posting Clerk
General Clerk
Appointment Clerk
Receptionist

Advanced Level

Transcribing Machine Operator
Supervisor
Duplicating Machine Operator III
Automatic Typewriter Operator
File Clerk II
Billing Typist
Accounting Clerk
Correspondence Clerk
Administrative Clerk
Personnel Clerk



GENERAL OFFICE OPTION

DEGREE PLAN

Credit
Hours

Contact
Hours

Technical Courses

#ACC 118	Basic Secretarial Accounting	5	5
#ACC 119	Advanced Secretarial Accounting	5	5
ACC 220	Payroll Accounting	3	3
#BUS 100	Business Mathematics	3	4
BUS 115	Business Law I	3	3
BUS 116	Business Law II	3	3
BUS 238	Business Credit and Inventory Management	3	3
#CAS 205	Spreadsheet Applications	3	4
CAS 207	Desktop Publishing	3	4
CSC 101	Introduction to MS-DOS	2	3
#CSC 102	Microcomputer Operations	2	3
#CSC 104	Introduction to Data Processing	4	5
ECO 105	Consumer Economics	5	5
#OSC 101	Keyboarding	4	5
#OSC 103	Keyboarding II	4	5
#OSC 104	Keyboarding III	4	5
#OSC 112	Records Management	3	3
#OSC 209	Machine Transcription I	3	4
#OSC 210	Machine Transcription II	3	4
#OSC 215	Office Procedures	4	5
#OSC 216	Professional Development	4	5
#OSC 240	Word Processing Applications I	3	4
#OSC 241	Word Processing Applications II	3	4

General Education Courses

#ENG 155	English Composition I	5	5
MAT 151	College Mathematics	5	5
PSY 151	Introductory Psychology	5	5
#RED 101	Reading Skills III (College Reading)	2	3
SOC 251	Introduction to Sociology	5	5
SPH 251	Fundamentals of Speech	5	5

Electives

The student is required to take a minimum of three (3) credit hours of electives.

TOTAL CREDIT HOURS

109

#Students successfully completing all courses marked with “#” may be awarded a General Office diploma.

NOTE: The student is required to take prerequisite RED 091 before RED 101.

SECRETARIAL — LEGAL OPTION (T-031)

The purposes of the Secretarial - Legal curriculum are to prepare the individual to enter the legal secretarial profession through work in a lawyer's office, in city, county, state or government offices; provide an educational program for individuals wanting education for upgrading (moving from one legal secretarial position to another legal secretarial position); and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of legal typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform legal office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the legal secretarial profession.

JOB OPPORTUNITIES

Entry Level

Secretary
Stenographer
Legal Secretary
Typist
Office Clerk
Word Processing Correspondence Specialist
Word Processing Typist
Word Processing Administrative Secretary
Receptionist

Advanced Level

Administrative Secretary
Transcribing Operator Supervisor
Word Processing Supervisor



LEGAL SECRETARY OPTION

DEGREE PLAN

Credit
Hours Contact
Hours

Technical Courses

ACC 118	Basic Secretarial Accounting	5	5
ACC 119	Advanced Secretarial Accounting	5	5
ACC 220	Payroll Accounting	3	3
BUS 100	Business Mathematics	3	4
BUS 115	Business Law I	3	3
BUS 116	Business Law II	3	3
CAS 205	Spreadsheet Applications	3	4
CSC 101	Introduction to MS-DOS	2	3
CSC 102	Microcomputer Operations	2	3
CSC 104	Introduction to Data Processing	4	5
ECO 103	Principles of Macroeconomics	5	5
OSC 101	Keyboarding	4	5
OSC 103	Keyboarding II	4	5
OSC 104	Keyboarding III	4	5
OSC 106	Shorthand I	4	5
OSC 107	Shorthand II	4	5
OSC 112	Records Management	3	3
OSC 120	Legal Terminology	5	5
OSC 209	Machine Transcription I	3	4
OSC 210	Machine Transcription II	3	4
OSC 213	Legal Transcription	3	4
OSC 215	Office Procedures	4	5
OSC 216	Professional Development	4	5
OSC 240	Word Processing Applications I	3	4
OSC 241	Word Processing Applications II	3	4

General Education Courses

ENG 155	English Composition I	5	5
MAT 151	College Mathematics	5	5
PSY 151	Introductory Psychology	5	5
RED 101	Reading Skills III (College Reading)	2	3
SOC 251	Introduction to Sociology	5	5
SPH 251	Speech Fundamentals	5	5

Electives

The student is required to take a minimum of three (3) credit hours of electives.

TOTAL CREDIT HOURS 119

NOTE: The student is required to take prerequisite RED 091 before RED 101.

SECRETARIAL—MEDICAL OFFICE TECHNOLOGY OPTION (T-032)

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures. Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment, scheduling appointments, and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum. Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the office of physicians, hospitals, and other medical care providers.

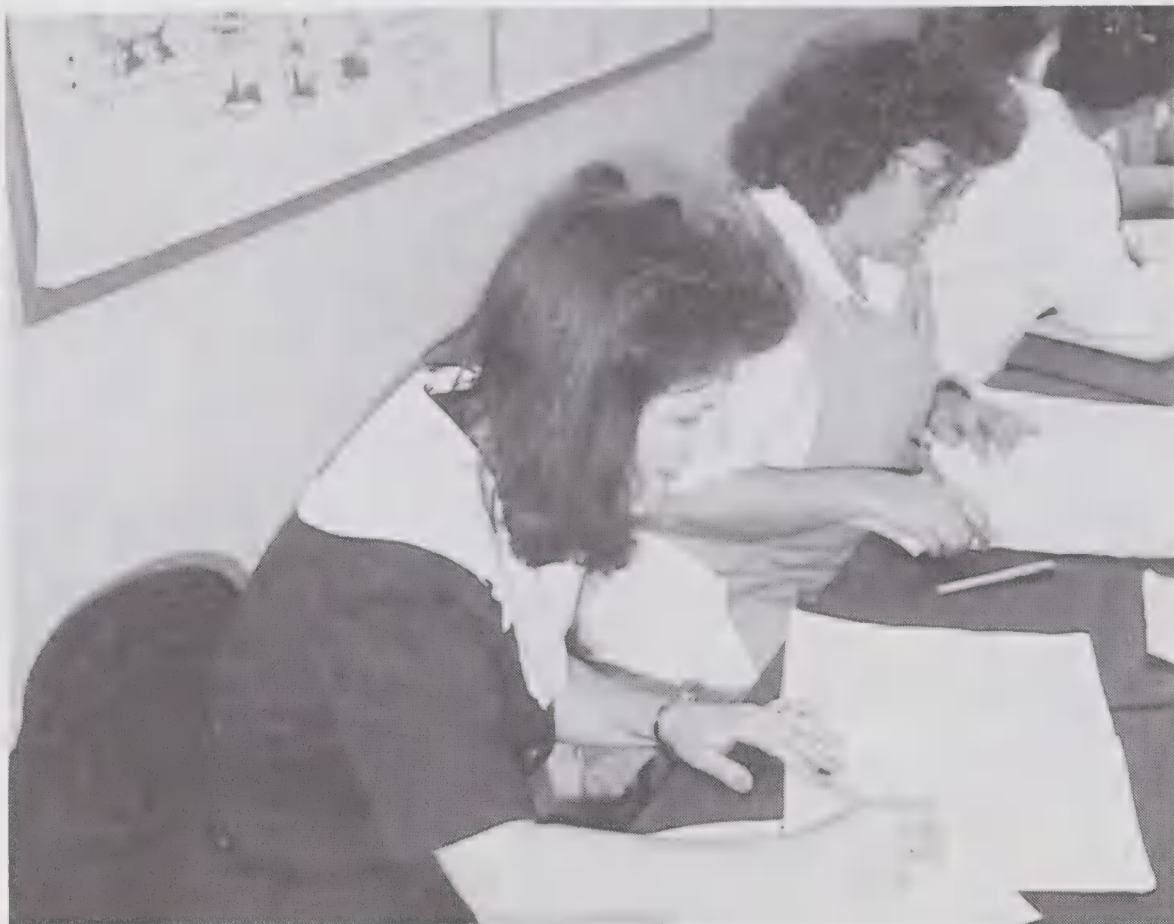
JOB OPPORTUNITIES

Entry Level

Admitting Clerk
Insurance Clerk
Medical Records Clerk
Medical Transcriber
Receptionist
Secretary
Telephone Receptionist/Message Operator
Ward Clerk
Word Processing Operator

Advanced Level

Administrative Secretary
Transcribing Operator Supervisor
Word Processing Supervisor



MEDICAL OFFICE TECHNOLOGY OPTION

DEGREE PLAN		Credit Hours	Contact Hours
<i>Technical Courses</i>			
ACC 118	Basic Secretarial Accounting	5	5
ACC 119	Advanced Secretarial Accounting	5	5
ACC 220	Payroll Accounting	3	3
BUS 100	Business Mathematics	3	4
BUS 115	Business Law I	3	3
BUS 116	Business Law II	3	3
CAS 205	Spreadsheet Applications	3	4
CSC 101	Introduction to MS-DOS	2	3
CSC 102	Microcomputer Operations	2	3
CSC 104	Introduction to Data Processing	4	5
ECO 103	Principles of Macroeconomics	5	5
OSC 101	Keyboarding	4	5
OSC 103	Keyboarding II	4	5
OSC 104	Keyboarding III	4	5
OSC 112	Records Management	3	3
OSC 125	Medical Terminology I	5	5
OSC 126	Medical Terminology II	5	5
OSC 209	Machine Transcription I	3	4
OSC 210	Machine Transcription II	3	4
OSC 212	Medical Transcription	3	4
OSC 215	Office Procedures	4	5
OSC 216	Professional Development	4	5
OSC 240	Word Processing Applications I	3	4
OSC 241	Word Processing Applications II	3	4
<i>General Education Courses</i>			
ENG 155	English Composition I	5	5
MAT 151	College Mathematics	5	5
PSY 151	Introductory Psychology	5	5
SOC 251	Introduction to Sociology	5	5
SPH 251	Speech Fundamentals	5	5
RED 101	Reading Skills III (College Reading)	2	3

Electives

The student must take a minimum of six (6) credit hours of electives.

TOTAL CREDIT HOURS	119
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NOTE: The student is required to take prerequisite RED 091 before RED 101.

SOCIAL SERVICE ASSOCIATE (T-107)

The Social Service Associate curriculum trains paraprofessionals for direct service delivery work in one of the many social service areas. These social service areas include family and child assistance, rehabilitation, health services, medical assistance, youth services, mental health and assistance to the aging, blind and developmentally disabled.

Graduates will find employment with federal, state, county and local government social service agencies and programs and with private organizations that have social service assistance programs.

JOB OPPORTUNITIES

Case Aide, Social Service
Social Worker Aide



SOCIAL SERVICE ASSOCIATE

DEGREE PLAN

Credit
Hours Contact
Hours

Technical Courses

CSC 102	Microcomputer Operations	2	3
OSC 101	Keyboarding	4	5
OSC 240	Word Processing Applications I	3	4
PSY 112	Interpersonal Relationships	3	3
PSY 115	Techniques in Behavior Modification	3	3
PSY 207	Personal Stress Management	3	3
PSY 255	Abnormal Psychology	5	5
SOC 111	Helping Relationship I	4	4
SOC 112	Helping Relationship II	3	3
SOC 200	Direct Services Practicum I	3	5
SOC 201	Direct Services Practicum II	3	5
SOC 202	Direct Services Practicum III	3	5
SOC 204	Economic Services Casework	5	5
SOC 214	Social Problems	3	3
SOC 215	Family Services Skills	3	3
SOC 216	Introduction to Social Services	3	3
SOC 220	Interviewing Skills	3	3
SOC 240	Gerontological Services	3	3
SOC 255	Racial and Ethnic Relations in the U.S.	5	5
SOC 251	Introduction to Sociology	5	5

General Education Courses

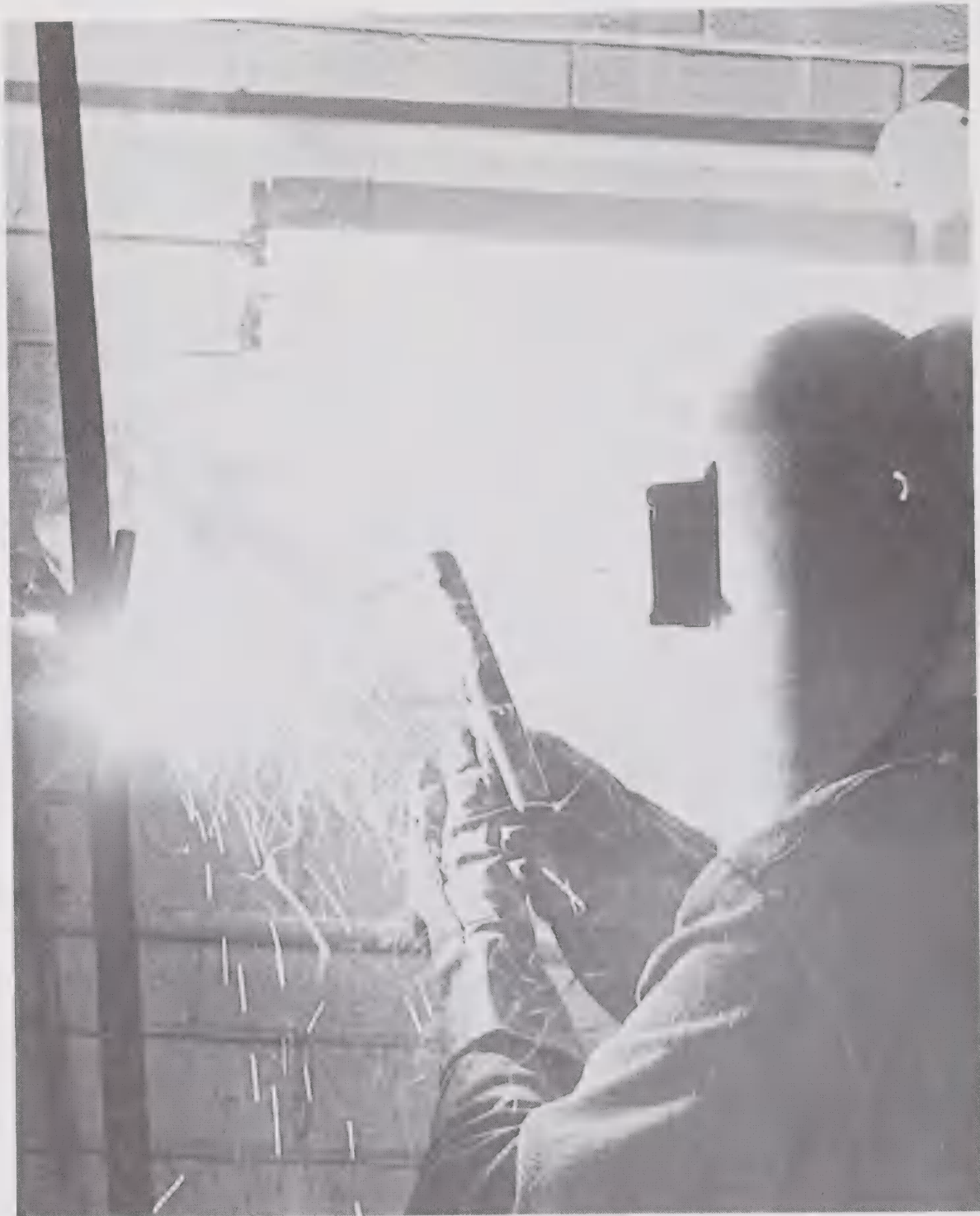
ENG 155	English Composition I	5	5
MAT 151	College Mathematics	5	5
POL 100	Government and Public Policy	3	3
PSY 151	Introductory Psychology	5	5
PSY 251	Developmental Psychology	5	5
RED 101	Reading Skills III (College Reading)	2	3
SPH 251	Speech Fundamentals	5	5

Electives

The student is required to take a minimum of three (3) credit hours of electives.

TOTAL CREDIT HOURS	104
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NOTE: The student is required to take prerequisite RED 091 before RED 101.



DIPLOMA PROGRAMS

A diploma or certificate is awarded upon the completion of one of the following programs of study:

Air Conditioning, Heating and Refrigeration

Automotive Body Repair

Cosmetology

Electrical Installation and Maintenance

General Technology Curriculum Core

Nursing Assistant

Practical Nursing

Welding

The major aims of the programs leading to a diploma or certificate are to prepare skilled craftsmen to successfully meet the manpower needs created by technological advancement and to provide related areas of study which equip the student with the ability to develop an understanding of the free enterprise system and an appreciation for a broader social implication of life in a democratic society.

Vocational programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

With the exception of the Practical Nursing program, high school graduation is not mandatory for entrance into these programs. It is, however, highly desirable. A person with less than a high school education may be accepted provided he can demonstrate sufficient experience and ability.

AIR CONDITIONING, HEATING, AND REFRIGERATION (V-024)

The Air Conditioning, Heating and Refrigeration curriculum is designed to teach knowledge and skills necessary for servicing and installing residential and light commercial climate control equipment. Instruction will include heating and cooling theory, applied electricity and electronics, the operating principles for a wide-range of heating and cooling equipment.

The diploma program will emphasize start-up and service skills for oil, gas and electric furnaces, air-cooled air conditioning and air-to-air heat pumps. Advanced diploma level programs will provide for more in-depth study and experience and will also include service and installation of water-cooled air conditioners, water source heat pumps, variable speed heat pumps, conventional hydronic systems and residential and light commercial system design.

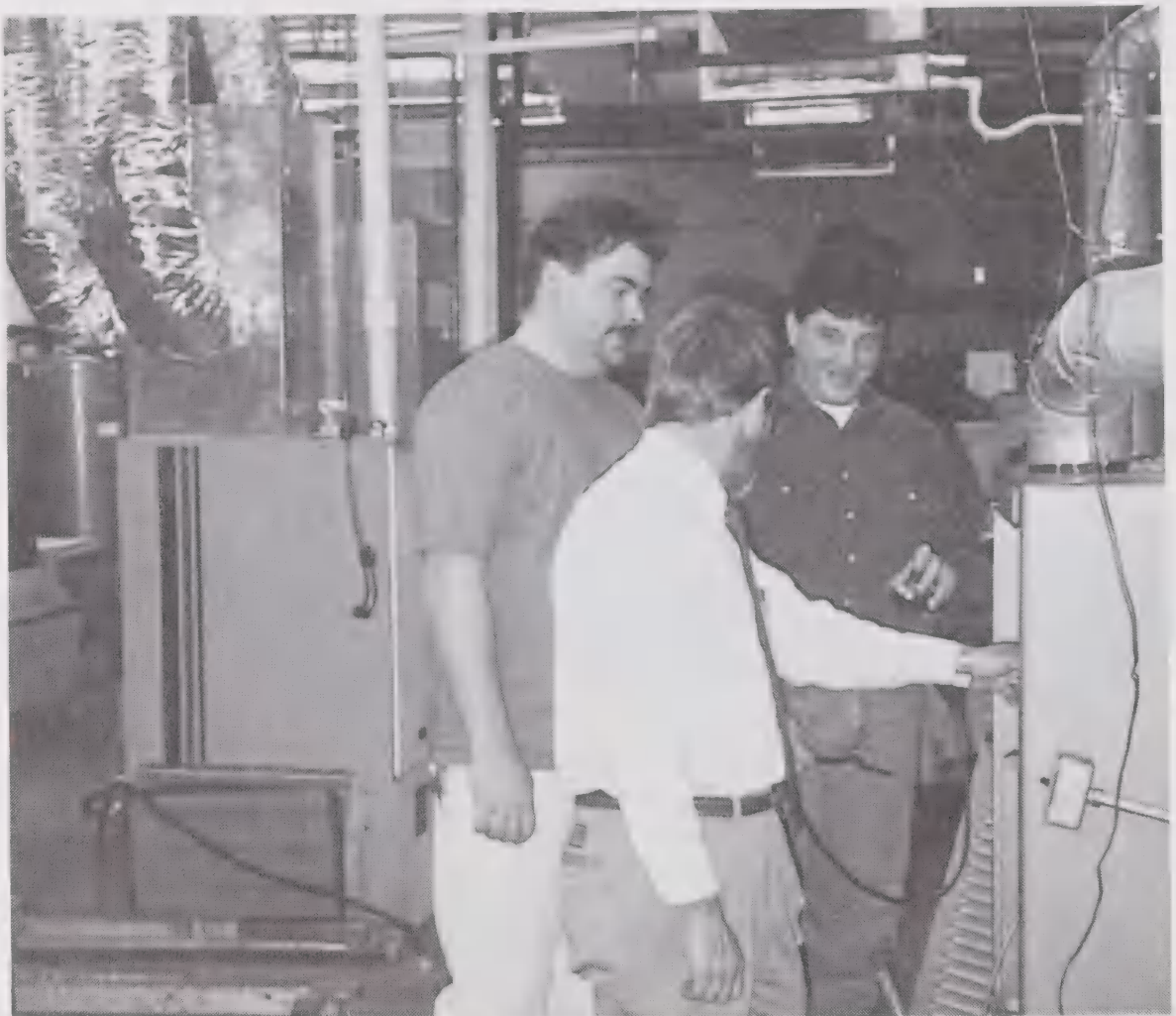
JOB OPPORTUNITIES

Entry Level

Air Conditioning Mechanic
Heating and Air Conditioning Mechanic
Heating Mechanic
Refrigeration Mechanic
Heating and Air Conditioning
Mechanic Helper
Refrigeration Mechanic Helper

Advanced Level

Environmental Control System
Installer-Servicer
Hot Air Furnace Installer &
Repairer
Domestic Air Conditioning Installer
Energy Management Systems
Installer-Servicer, Sales



AIR CONDITIONING, HEATING & REFRIGERATION

CAREER PLAN

Credit
Hours

Contact
Hours

Technical Courses

AHR 102	Fundamentals of Heating	4	8
AHR 103	Refrigeration Electrical Systems	4	8
AHR 104	Refrigeration Systems	6	12
AHR 105	Dom/Com Refrigeration Installation & Service	6	12
AHR 106	Air Conditioning Systems	6	12
AHR 107	Air Conditioning Troubleshooting	6	12
AHR 108	Duct Design and Installation	4	8
AHR 109	All Year Comfort Systems	4	8
AHR 110	Automatic Controls	4	8
AHR 111	Forced Air Heating Systems	2	4
BPR 1204	Blueprint Reading & Sketching	2	4
BUS 1103	Small Business Operations	3	3

General Education Courses

ENG 1102	Communication Skills	3	3
MAT 1101	Arithmetic & Measures	5	5
MAT 1105	Fundamental Mathematics	3	3
PHY 1101	Physics: Applied Science I	4	5
PSY 1101	Human Relations	3	3
RED 1101	Reading Improvement	2	2

TOTAL CREDIT HOURS

71

AUTOMOTIVE BODY REPAIR (V-001)

An Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

JOB OPPORTUNITIES

Automobile Accessories Installer
Automobile-Repair-Service Estimator
Appraiser, Automobile Damage
Automatic Window, Seat, and Top Lift Repairer
Painter Helper, Automotive
Painter, Transportation Equipment
Automobile Body Customizer
Automobile Body Repairer



AUTOMOTIVE BODY REPAIR

CAREER PLAN

Credit
Hours Contact
Hours

Technical Courses

AHR 1201	Auto Air Conditioning	2	4
AUT 1311	Auto Body Welding	2	4
AUT 1317	Frame & Unibody Straightening & Alignment	4	8
AUT 1320	Metal Finishing & Plastic Fillers	4	8
AUT 1321	Auto Body Sheet Metal & Structural Replacement	4	8
AUT 1322	Estimating Auto Body Damage	2	4
AUT 1323	Metallic & Fiberglass Fillers	4	8
AUT 1324	Lacquer Painting	4	8
AUT 1325	Enamel & Urethane Painting	4	8
AUT 1326	Auto Glass & Trim	2	4
AUT 1327	Paint Equipment & Surface Preparation	4	8
AUT 1328	Shop Situations I	2	4
AUT 1329	Shop Situations II	2	4
AUT 1330	Shop Situations III	2	4
AUT 1331	Shop Situations IV	2	4
BPR 1204	Blueprint Reading & Sketching	2	4
BUS 1103	Small Business Operations	3	3

General Education Courses

ENG 1102	Communication Skills	3	3
MAT 1101	Arithmetic & Measures	5	5
MAT 1105	Fundamental Mathematics	3	3
PHY 1101	Physics: Applied Science	4	5
PSY 1101	Human Relations	3	3
RED 1101	Reading Improvement	2	2
PHY 1102	Physics: Applied Science	2	3

TOTAL CREDIT HOURS		71
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COSMETOLOGY (V-009)

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

JOB OPPORTUNITIES

Entry Level

Cosmetologist
Sales Representative, Beauty
Equipment and Supplies
Supply Clerk
Scalp Treatment Operator
Wig Dresser

Advanced Level

Hair Stylist
Owner, Beauty Salon
Manager, Beauty Salon



COSMETOLOGY

CAREER PLAN

		Credit Hours	Contact Hours
<i>Technical Courses</i>			
COS 1001	Scientific Study I	10	20
COS 1002	Scientific Study II	5	5
COS 1003	Scientific Study III	5	5
COS 1004	Scientific Study IV	5	5
COS 1011	Mannequin Practice I	6	17
COS 1022	Clinical Applications I	11	32
COS 1033	Clinical Applications II	11	32
COS 1044	Clinical Applications III	11	32
BUS 1103	Small Business Operations	3	3
MKT 1104	Cosmetic Sales and Marketing	3	3
<i>General Education Courses</i>			
ENG 1102	Communication Skills	3	3
PSY 1101	Human Relations	3	3
TOTAL CREDIT HOURS			76

COSMETOLOGY INSTRUCTOR TRAINING PROGRAM

The cosmetology instructor training program provides a 400-hour course of study for learning the skills needed to teach the theory and practices of cosmetology as required by the North Carolina State Board of Cosmetic Arts. A licensed cosmetologist who has practiced as a registered cosmetologist in an approved beauty salon for at least six months is eligible to take this program. Completion of the program qualifies the licensed cosmetologist to take the examination given by the North Carolina State Board of Cosmetic Arts Examiners.

The subject matter includes a review of requirements for becoming a cosmetology instructor; introduction of teaching theory, methods and aids; actual practice teaching experiences; and development of evaluation instruments. Included in this program will be the preparation of daily lesson plans for teaching theories and managing clinical activities. Instructor trainees will conduct classes and practical demonstrations under the supervision of a licensed instructor.

COS 3004	Cosmetology Instructor Training	4	12	8
COS 3005	Cosmetology Instructor Training Practicum	4	18	10

ELECTRICAL INSTALLATION and MAINTENANCE **(V-018)**

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

JOB OPPORTUNITIES

Entry Level

Electrical Apprentice

Advanced Level

Electrician



ELECTRICAL INSTALLATION AND MAINTENANCE

CAREER PLAN

Credit
Hours

Contact
Hours

Technical Courses

BUS 101	Introduction to Business	3	3
ELC 114	AC/DC Theory, Circuits, Machines	14	17
ELC 115	Machine Control Systems	7	11
ELC 225	Industrial Wiring	11	16
ELC 1224	Residential Wiring	3	7
ELC 1225	Wiring Layout	4	8
ELC 1319	Electrical Code-Residential	2	4
ELC 1320	Electrical Code — Commercial	2	4
ELC 1321	Electrical Code — Industrial	2	4
ELN 119	Industrial Electronic Fundamentals	6	12
ELN 222	Troubleshooting Procedures/Practices	3	5

General Education Courses

ENG 1102	Communication Skills (or ENG 102)	3	3
MAT 1101	Arithmetic & Measures (or MAT 101)	5	5
MAT 1105	Fundamental Mathematics	3	3
PSY 1101	Human Relations (or PSY 206)	3	3
RED 1101	Reading Improvement	2	2
PHY 103	Electricity	4	5

TOTAL CREDIT HOURS

77

This program can be considered a pre-apprenticeship program.

NURSING ASSISTANT (V-072)

The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services for patients. The nursing assistant performs health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in homes, hospitals, clinics, doctors' offices, nursing homes and extended care facilities.

Individuals desiring a career in nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

JOB OPPORTUNITIES

Nursing Assistant
Home Attendant
Nurse Aide
Orderly

NURSING ASSISTANT

		Class	Lab	Clin.	Cr.
NUR 3023	Nursing Assistant I	2	2	6	5
NUR 3024	Nursing Assistant II	3	4	9	8
NUR 3025	Home Care	4	2	0	5



The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination required to practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina **Nursing Practice Act, 1981**: participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regimens; recording and reporting the results of the nursing assessment; participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision; reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; and reporting and recording nursing care rendered and the client's response to that care.

Licensed practical nurses may be employed in hospitals, nursing homes, clinic, doctor's offices, industry, and public health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

JOB OPPORTUNITIES

Nurse, Licensed Practical



PRACTICAL NURSING

CAREER PLAN

Credit
Hours

Contact
Hours

Technical Courses

NUR 1103	Fundamentals of Practical Nursing	8	11
NUR 1104	Basic Principles of Drug Administration	4	5
NUR 1105	Medical-Surgical Nursing I	3	3
NUR 1106	Maternity and Pediatric Nursing	3	3
NUR 1107	Maternity and Geriatric Nursing	4	4
NUR 1108	Medical-Surgical Nursing II	8	8
NUR 1110	Vocational Relationships	2	2
NUR 1111	Medical-Surgical Nursing III	5	5
NUR 1112	Clinical Nursing I: Child/Adult	4	12
NUR 1113	Clinical Nursing II: Surgical/Obstetrical	5	15
NUR 1114	Clinical Nursing III: Medical-Surgical/Geriatrics	6	18

General Education Courses

BIO 101	Basic Science	7	8
ENG 155	English Composition I	5	5
MAT 111	Drug Dosages & Measurements	2	2
PSY 151	Introductory Psychology	5	5

TOTAL CREDIT HOURS			72
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WELDING (V-050)

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipe-fitting, production shops, job shops and many others.

JOB OPPORTUNITIES

Entry Level

Arc Welder

Arc Welding — Machine Operator

Gas Welding — Machine Operator

Gas Welder

Welder — Assembler

Combination Welder

Advanced Level

Lay-out Worker I

Welder — Fitter



WELDING

CAREER PLAN

	Credit Hours	Contact Hours
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Technical Courses

BPR 1204	Blueprint Reading & Sketching	2	4
BUS 1103	Small Business Operations	3	3
WLD 1230	Advanced Welding Processes I	4	8
WLD 1228	Testing & Inspection	2	4
WLD 1231	Advanced Welding Processes II	6	12
WLD 1227	Shielded Metal Arc & Pipe II	6	12
WLD 1221	Oxyacetylene Welding & Pipe	4	8
WLD 1223	Shielded Metal Arc Welding I	4	8
WLD 1224	Shielded Metal Arc Welding II	6	12
WLD 1226	Shielded Metal Arc & Pipe I	4	8
WLD 1220	Oxyacetylene Welding & Cutting	6	12

General Education Courses

ENG 1102	Communication Skills	3	3
MAT 1101	Arithmetic & Measurements	5	5
MAT 1105	Fundamental Mathematics	3	3
PHY 1101	Physics: Applied Science	4	5
PSY 1101	Human Relations	3	3
RED 1101	Reading Improvement	2	2

TOTAL CREDIT HOURS		67
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This program can be considered a pre-apprenticeship program.

CORRECTION UNIT PROGRAM

BUSINESS COMPUTER PROGRAMMING (T-022)

DEGREE PLAN		Credit Hours	Contact Hours
<i>Technical Courses</i>			
#ACC P120	Accounting Principles I	5	5
#ACC P121	Accounting Principles II	5	5
#BUS P100	Business Mathematics	3	4
BUS P115	Business Law I	3	3
BUS P125	Business Finance	5	5
CAS P205	Spreadsheet Applications	3	4
CAS P206	Database Applications	3	4
CAS P217	Software Applications	3	4
#CSC P101	Introduction to MS-DOS	2	3
#CSC P104	Introduction to Data Processing	4	5
CSC P109	BASIC Language Programming I	4	5
CSC P110	BASIC Language Programming II	4	5
#CSC P111	COBOL I	4	5
#CSC P112	COBOL II	4	5
#CSC P200	Computer Operations I	3	4
#CSC P206	C++ Programming Language	4	5
#CSC P207	RPG II Language Programming I	4	5
CSC P208	RPG II Language Programming II	4	5
#CSC P216	Data Processing Applications	3	5
#CSC P220	System Analysis and Design	3	3
#ECO P103	Principles of Macroeconomics	5	5
#OSC P101	Keyboarding	4	5
ECO P240	Word Processing Applications I	3	4
MKT P239	Marketing	3	3
<i>General Education Courses</i>			
#ENG P155	English Composition I	5	5
#MAT P151	College Mathematics	5	5
PSY P151	Introductory Psychology	5	5
RED P101	Reading Skills III (College Reading)	2	3
SOC P251	Introduction to Sociology	5	5
#SPH P251	Speech Fundamentals	5	5

Electives

The student is required to take a minimum of three (3) credit hours of electives.

TOTAL CREDIT HOURS	118
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#Students successfully completing all courses marked with “#” may be awarded a Business Computer Programming diploma.

NOTE: The student is required to take prerequisite RED 091 before RED 101.

CORRECTION UNIT PROGRAM

COMMERCIAL ART AND ADVERTISING DESIGN (T-070)

DEGREE PLAN

	Credit Hours	Contact Hours
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Technical Courses

ART P105	Drawing I (Basic)	4	6
ART P106	Drawing II (Figure)	4	6
ART P203	Airbrush Art	3	4
ART P205	Advanced Drawing	3	5
ART P232	Product Illustration	3	5
ART P249	Advertising Illustration	3	5
BUS P236	Small Business Management	3	3
CSC P102	Microcomputer Operations	2	3
DES P121	Design I (Black and White)	4	6
DES P122	Design II (Color)	4	6
DES P124	Computer Graphics	3	5
DES P201	Typography & Lettering	3	4
DES P206	Studio Skills I	4	6
DES P207	Studio Skills II	4	6
DES P208	Studio Skills III	4	6
DES P211	Copywriting	3	4
DES P212	Three Dimension Perspective	3	4
DES P213	Portfolio	2	4
DES P215	Graphic Reproductions	3	4
DES P222	Publication Design I	3	5
DES P223	Publication Design II	3	5
DES P224	Publication Design III	4	6
MKT P214	Advertising as a Business	2	3
PHO P116	Basic Photography	3	5
PHO P212	Commercial Product Photography	3	5
PRN P201	Printing Processes	4	6

General Education Courses

ART P251	History and Appreciation of Art	5	5
ENG P155	English Composition I	5	5
MAT P151	College Mathematics	5	5
PSY P151	Introductory Psychology	5	5
RED P101	College Reading (See Note)	2	3
SOC P251	Introduction to Sociology	5	5
SPH P251	Speech Fundamentals	5	5

Electives

The student must take a minimum of six (6) credit hours of elective courses, three (3) of which must be selected from the following courses. ART P137, ART P216, ART P218

TOTAL CREDIT HOURS

122

CORRECTION UNIT PROGRAM

DRAFTING AND DESIGN ENGINEERING TECHNOLOGY (T-043)

CAREER PLAN		Credit Hours	Contact Hours
<i>Technical Courses</i>			
BPR 105	Blueprint Reading and Sketching	2	3
CSC P102	Microcomputer Operations	2	3
DDF P205	Design Drafting I	5	8
DDF P206	Design Drafting II	5	8
DFT P101	Technical Drafting I	3	5
DFT P102	Technical Drafting II	3	5
DFT P110	Technical Drawing I	5	8
DFT P120	Technical Drawing II	5	8
DFT 148	CAD I	3	7
DFT 149	CAD II	3	7
<i>General Education Courses</i>			
ENG P155	English Composition I	5	5
MAT P151	College Mathematics	5	5
MAT P160	College Algebra	5	5
MAT P260	College Trigonometry	5	5
PHY P100	Physics: Properties of Matter	4	5
PHY P102	Physics: Work, Energy, Power	3	4
PSY P151	Introductory Psychology	5	5
SPH P251	Speech Fundamentals	5	5
RED P101	Reading Skills III	2	3
TOTAL CREDIT HOURS			72

NOTE: The student is required to take prerequisite RED P091 before RED P101.

CORRECTION UNIT PROGRAM

ELECTRICAL INSTALLATION and MAINTENANCE (V-018)

CAREER PLAN

	Credit Hours	Contact Hours
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Technical Courses

BUS P101	Introduction to Business	3	3
ELC P114	AC/DC Theory, Circuits, Machines	14	17
ELC P115	Machine Control Systems	7	11
ELC P225	Industrial Wiring	11	16
ELC P1224	Residential Wiring	3	7
ELC P1225	Wiring Layout	4	8
ELC P1319	Electrical Code-Residential	2	4
ELC P1320	Electrical Code — Commercial	2	4
ELC P1321	Electrical Code — Industrial	2	4
ELN P119	Industrial Electronic Fundamentals	6	12
ELN P222	Troubleshooting Procedures/Practices	3	5

General Education Courses

ENG P1102	Communication Skills (or ENG 102)	3	3
MAT P1101	Arithmetic & Measures (or MAT 101)	5	5
MAT P1105	Fundamental Mathematics	3	3
PSY P1101	Human Relations (or PSY 206)	3	3
RED P1101	Reading Improvement	2	2
PHY P103	Electricity	4	5

TOTAL CREDIT HOURS

77

CORRECTION UNIT PROGRAM

FOODSERVICE SPECIALIST (V-053)

CAREER PLAN		Credit Hours	Contact Hours
<i>Technical Courses</i>			
BUS P1103	Small Business Operations	3	3
FSO P1104	Nutrition and Menu Planning	4	4
FSO P1106	Sanitation and Safety	3	5
FSO P1107	Foodservice Equipment	2	4
FSO P1110	Quantity Food Preparation — Meats and Seafood	5	9
FSO P1111	Quantity Food Preparation — Vegetables, Fruits, & Salads	5	9
FSO P1112	Quantity Food Preparation — Cakes, Pies and Sweet Dough Products	5	9
FSO P1113	Quantity Food Preparation — Pastas and Desserts	5	9
FSO P1114	Quantity Food Preparation — Dairy and Egg Products	4	8
FSO P1115	Quantity Food Preparation — Soups and Sauces	4	8
FSO P1117	Quantity Food Preparation — Fast Food and Short Order Cooking	4	8
FSO P1118	Quantity Food Preparation — Baking Powder and Yeast Doughs	4	8
FSO P1119	Quantity Food Preparation — Appetizers and Beverages	4	8
FSO P1120	Foodservice Production Management	4	6
<i>General Education Courses</i>			
ENG P1102	Communication Skills	3	3
MAT P1101	Arithmetic & Measures	5	5
PSY P1101	Human Relations	3	3
RED P1101	Reading Improvement	2	2
TOTAL CREDIT HOURS			69

CORRECTION UNIT PROGRAM

MASONRY (V-070)

Certificate Program

CAREER PLAN

Credit
Hours

Contact
Hours

Technical Courses

BPR P1204	Blueprint Reading & Sketching	2	4
BUS P1103	Small Business Operations	3	3
MAS P1204	Foundations	6	10
MAS P1200	Wall and Block Construction	8	14
MAS P1207	Chimney Construction	6	10
MAS P1208	Brick Veneers	6	10

General Education Courses

MAT P1101	Arithmetic & Measures	5	5
MAT P1105	Fundamental Mathematics	3	3
PHY P1101	Physics: Applied Science I	4	5

TOTAL CREDIT HOURS			43
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CORRECTION UNIT PROGRAM

RESIDENTIAL CARPENTRY (V-007)

CAREER PLAN

Credit
Hours

Contact
Hours

Technical Courses

BPR P1204	Blueprint Reading & Sketching	2	4
BUS P1103	Small Business Operations (or BUS 101)	3	3
CAR P1201	Framing	6	12
CAR P1202	Roofing	4	8
CAR P1203	Interior Wall Finish	4	8
CAR P1204	Interior Trim	6	12
CAR P1205	Forming	4	8
CAR P1206	Exterior Finish	6	12
CAR P1208	Cabinet Making	6	12
CAR P1209	Truss and Prefabrication	4	8
CAR P1210	Building Codes	5	5

General Education Courses

ENG P1102	Communication Skills	3	3
MAT P1101	Arithmetic & Measures	5	5
MAT P1105	Fundamental Mathematics	3	3
PHY P1101	Physics: Applied Science (or PHY 101)	4	5
PSY P1101	Human Relations	3	3
RED P1101	Reading Improvement	2	2

TOTAL CREDIT HOURS

70

COURSE DESCRIPTIONS

The following is a listing of course descriptions arranged **alphabetically by prefix**. Each course description lists the three-letter alphabetical prefix followed by either three or four numbers. Courses with the four numbers are vocational level courses and are not designed for associate degree programs.

Following the prefix and number is the course title. Titles that have Roman numerals (I, II, III, etc.) indicate series courses and indicate that I is prerequisite to II, II is prerequisite to III. Other course prerequisites will be listed at the end of the course description.

There are three numbers to the right of the course title. The first number indicates the lecture hours for the course; the second number indicates the lab, clinical, or shop hours; and the third number indicates the credit hours.

		Lec.	Lab/ Clinical	Cr.
ACC 118	Basic Secretarial Accounting A study of the basic accounting principles. Students will prepare journals, general and subsidiary ledgers, work sheets, income statements, and year-end summarizations.	5	0	5
ACC 119	Advanced Secretarial Accounting This course includes the study of banking procedures; timekeeping and payroll computations, income tax procedures and practical application of accounting principles. Prerequisite: ACC 118 or instructor's permission.	5	0	5
ACC 120	Accounting Principles I An introductory course which acquaints the student with the accounting terminology, basic principles, techniques, papers, and special journals used in recording transactions for a business. Practical application of the principles learned are made by working problems for a company.	5	0	5
ACC 121	Accounting Principles II A continuation of ACC 120 with emphasis on the use of credit instruments, inventory valuation, depreciation, internal control, payroll taxes, and partnership accounting. Prerequisite: ACC 120 or instructor's permission.	5	0	5
ACC 122	Accounting Principles III This course includes the study of proprietorship, departments, branches, budgetary control, decision making, and statement analysis. Emphasis is placed on recording, summarizing, and interpreting accounting data. Prerequisite: ACC 121 or instructor's permission.	5	0	5

ACC 208	Computerized Accounting	2	2	3	This course is designed to provide the student with fundamental principles of computerized accounting on microcomputers. It is designed to provide the student with concepts of automated accounting in the environments of general ledger, depreciation, accounts receivable, accounts payable, and payroll. Prerequisite: ACC 120 and ACC 121 or instructor's permission.
ACC 220	Payroll Accounting	3	0	3	A complete course in payroll procedures including computation of gross earnings, recording and paying the payroll, and introductions to various payroll systems.
ACC 222	Intermediate Accounting I	5	0	5	Thorough treatment of the field of general accounting providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income statement, fundamental processes of recording, cash and temporary investments. Prerequisite: ACC 122 or instructor's permission.
ACC 223	Intermediate Accounting II	5	0	5	Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: ACC 222 or instructor's permission.
ACC 225	Cost Accounting	5	0	5	Nature and purposes of cost accounting: accounting for direct labor, materials, and factory overhead; job cost principles, standard cost principles, and procedures; selling and distribution cost; timekeeping and payroll procedures; budgets and executive use of cost figures. Prerequisite: ACC 121 or instructor's permission.
ACC 229	Income Taxes	5	0	5	A study of federal income taxes with emphasis on the preparation of individual tax returns.
ACC 231	Auditing	5	0	5	A study of the most recent developments in auditing theory, standards, procedures, and reports. Emphasis will be placed on internal control review and evaluation, on statistical sampling theory and application, and on procedural testing. Audit objectives, reports, procedures, and review are presented. Prerequisite: ACC 122 or instructor's permission.

AHR 101	Air Conditioning and Refrigeration	3	3	4	A specialized study in the use of test instruments and equipment used in servicing electrical controls and components for Air Conditioning and Refrigeration installations. Basic electrical principles and procedures for troubleshooting of the various control devices used in Air Conditioning, Heating and Refrigeration equipment. Included will be a comprehensive study of various types of electrical motors, relays, transformers, starting devices, switches, protective devices, control wiring and electrical heating devices. Emphasis will be placed on schematic wiring diagrams and electrical symbols.
AHR 102	Fundamentals of Heating	2	6	4	An introduction to the fundamentals of heating and heat transfer related to various types of heating systems. The use and care of tools, using instruments to measure combustion efficiencies, and installing equipment and ductwork to make up a heating system are covered. Also introduced are comfort surveys, heat loss and gain, equipment selection and maintenance, solar heating and heat distribution systems.
AHR 103	Refrigeration Electrical Systems	2	6	4	A specialized study in the use of test instruments and equipment used in servicing electrical controls and components for Air Conditioning and Refrigeration installations. Basic electrical principles and procedures for troubleshooting of the various control devices used in Air Conditioning, Heating and Refrigeration equipment. Included will be a comprehensive study of various types of electrical motors, relays, transformers, starting devices, switches, protective devices, control wiring and electrical heating devices. Emphasis will be placed on schematic wiring diagrams and electrical symbols.
AHR 103A	Refrigeration Electrical Systems	1	3	2	A specialized study in the use of test instruments and equipment used in servicing electrical controls and components for Air Conditioning and Refrigeration installations. Basic electrical principles and procedures for troubleshooting of the various control devices used in Air Conditioning, Heating and Refrigeration equipment. Included will be a comprehensive study of various types of electrical motors, relays, transformers, starting devices, control wiring and electrical heating devices. Emphasis will be placed on schematic wiring diagrams and electrical symbols.
AHR 103B	Refrigeration Electrical Systems	1	3	2	A continuation of AHR 103A. Prerequisite: AHR 103A, or instructor's permission.

AHR 104	Refrigeration Systems	3	9	6
	The identification and the function of the component parts of a system. The basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.			
AHR 104A	Refrigeration Systems	1	3	2
	The identification and the function of the component parts of a system. The basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.			
AHR 104B	Refrigeration Systems	1	3	2
	A continuation of AHR 104A, or instructor's permission. Prerequisite: AHR 104A.			
AHR 104C	Refrigeration Systems	1	3	2
	A continuation of AHR 104B. Prerequisites: AHR 104B, or instructor's permission.			
AHR 105	Domestic & Commercial Refrigeration Installations & Servicing	3	9	6
	Domestic refrigeration servicing of conventional, hermetic and absorption systems. Cabinet care, controls and system maintenance in domestic refrigerators, freezers and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, and servicing methods are made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.			
AHR 106	Air Conditioning Systems	3	9	6
	Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature and humidity. Use is made of psychometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.			

AHR 106A	Air Conditioning Systems	1	3	2
	Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature and humidity. Use is made of psychometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.			
AHR 106B	Air Conditioning Systems	1	3	2
	A continuation of AHR 106A. Prerequisite: AHR 106A, or instructor's permission.			
AHR 106C	Air Conditioning Systems	1	3	2
	A continuation of AHR 106B. Prerequisites: AHR 106B, or instructor's permission.			
AHR 107	Air Conditioning & Refrigeration TroubleShooting	3	9	6
	Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.			
AHR 107A	Air Conditioning & Refrigeration TroubleShooting	1	3	2
	Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.			
AHR 107B	Air Conditioning & Refrigeration TroubleShooting	1	3	2
	A continuation of AHR 107A. Prerequisite: AHR 107A, or instructor's permission.			
AHR 107C	Air Conditioning & Refrigeration TroubleShooting	1	3	2
	A continuation of AHR 107B. Prerequisites: AHR 107B, or instructor's permission.			

AHR 108	Duct Design & Installation	2	6	4	Special attention is given to proper sizing design and balance of air distribution systems. This course will include the four basic types of air duct designs, air volume, air velocity, friction loss and blower capacity. A study is made of duct fittings, dampers, diffusers, registers, grills and insulation materials. Practical application to include rough-in procedures and field installation of duct systems. Emphasis will be placed on safety, the use of sheet metal hand tools and proper installation practices.
AHR 109	All Year Comfort Systems	2	6	4	Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils and electric wiring and controls are included in the study.
AHR 109A	All Year Comfort Systems	1	3	2	Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils and electric wiring and controls are included in the study.
AHR 109B	All Year Comfort Systems	1	3	2	A continuation of AHR 109A. Prerequisite: AHR 109A, or instructor's permission.
AHR 110	Automatic Controls	2	6	4	Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating: zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.
AHR 110A	Automatic Controls	1	3	2	Types of automatic controls and their functions in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating: zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.

AHR 110B	Automatic Controls	1	3	2
	A continuation of AHR 110A. Prerequisite: AHR 110A, or instructor's permission.			
AHR 111	Forced Air Heating Systems	1	3	2
	Servicing and installation of various types of gas burners, gas furnaces, piping, venting and controls of forced air heating systems.			
AHR 112	Applied Electronics for HVAC Systems	2	3	3
	Common electronic control components utilized in HVAC systems. Emphasis is placed upon identifying different electronic components and their functions in the HVAC system and motor drive control circuits. Students will be able to identify these components, describe their functions in control circuitry, use test instruments to measure electronic circuit values and to identify malfunctions. Prerequisite: AHR 103 or instructor's permission.			
AHR 113	Refrigerant Management	1	3	2
	This course deals with the specific areas of the refrigeration and air conditioning industry as determined by the EPA for certification requirements for refrigerant handling. The instructional material includes ozone depletion theory, the causes of depletion, theoretical solutions to the problem, the Montreal Protocol, EPA regulations, refrigerant safety, DOT requirements, and the basics of the Clean Air Act of 1990. All current areas of EPA certification will be discussed including Type I Small Appliances, Type II High Pressure Systems, Type III Low Pressure Systems, and Type IV Universal.			
AHR 211	Heating Systems	3	6	5
	A comprehensive study of electric, gas and oil heating for residential and small commercial installations. Actual practice is given in "troubleshooting" problems of electric heating systems, gas and oil burners. Operating and safety controls are covered in depth and considerable time is given to proper care and use of test instruments and safety requirements. Special emphasis is to be placed on proper installation procedures and code requirements.			
AHR 211A	Heating Systems (NC Code)	3	0	3
	A comprehensive study of Vol. III of the NC Building Code Heating, Ventilating, Air Conditioning and Refrigeration as it applies to the installation of heating, ventilating, air conditioning and refrigeration equipment in commercial and residential structures.			
AHR 211B	Heating Systems	0	3	1
	A continuation of AHR 211A. Prerequisite: AHR 211A, or instructor's permission.			

AHR 211C	Heating Systems	0	3	1
	A continuation of AHR 211B. Prerequisites: AHR 211B, or instructor's permission.			
AHR 212	Residential & Commercial Air Conditioning Systems	5	3	6
	Heating and cooling needs of residential and commercial structures are studied. Heat gain calculations are made by the student to determine the type and size of system required and selection of equipment to meet these needs. Psychrometric charts, tables and graphs are used, specific heat and air flow calculations, humidification and dehumidification are included.			
AHR 212A	Residential & Commercial Air Conditioning Systems (Load Calculation)	4	0	4
	Heating and cooling needs of residential and commercial structures are studied. Heat gain calculations are made by the student to determine the type and size of system required and selection of equipment to meet these needs. Psychrometric charts, tables and graphs are used, specific heat and air flow calculations, humidification and dehumidification are included.			
AHR 212B	Residential & Commercial Air Conditioning Systems (Load Calculation)	1	3	2
	A continuation of AHR 212A. Prerequisite: AHR 212A, or instructor's permission.			
AHR 213	All Weather Systems — Heat Pumps	3	6	5
	The refrigerant cycle and the "reverse cycle" principle including the reversing valve receives a great deal of time in this course. Special components and accessories used with the heat pumps are covered. A considerable amount of instruction is devoted to the electric controls found on heat pump systems and to the various service problems involved.			
AHR 214	Residential & Commercial Air Distribution	3	6	5
	This course will include the study of air and its behavior in commercial and residential air conditioning systems. Individual room air volumes will be calculated and outlet actual testing, adjusting and balancing of an air distribution system. Proper adjustments for correct air distribution throughout an entire system and air motion within the conditioned area will be studied.			
AHR 215	Hydronic Heating Systems	2	3	3
	This course treats principles of installation and design of one-pipe and two-pipe hydronic heating systems. Emphasis is placed on special piping procedures and control systems for hydronics.			

AHR 217	Job Planning and Estimating	2	6	4	Specifications, study of prints, notations and synopsis of material cost. Synopsis of labor cost, listing of equipment and material take-off, labor take-off, sub-contractor estimates, duct system estimate (poundage method) overhead costs, and estimate of job will be studied.
AHR 217A	Job Planning and Estimating	1	3	2	Specifications, study of prints, notations and synopsis of material cost. Synopsis of labor cost, listing of equipment and material take-off, labor take-off, sub-contractor estimates, duct system estimate (poundage method) overhead costs, and estimate of job will be studied.
AHR 217B	Job Planning and Estimating	1	3	2	A continuation of AHR 217A. Prerequisite: AHR 217A, or instructor's permission.
AHR 1201	Automotive Air Conditioning	1	3	2	General introduction to the principles of refrigeration; study of the assembly of the components necessary in the mechanisms, the methods of operation and control; proper handling of refrigerants in charging the system.
ANT 151	Cultural Anthropology	5	0	5	Comparative study of human social institutions such as kinship, subsistence patterns, religion, politics; methods and theories; language and culture.
ART 105	Drawing I (Basic)	2	4	4	An introduction to the basic manipulative techniques and materials of drawing. Emphasis is placed on the various drawing mediums, drawing surfaces, and the encouragement of graphic expression.
ART 106	Drawing II (Figure)	2	4	4	The human figure and its expressive potentials. The student will gain experience in perspective; light and shade; mass, size and placement; as well as character and expression in graphite, pen and ink, crayon and chalk, transparent and opaque watercolor.
ART 137	Cartooning	1	4	3	Instruction in the selection of materials and in techniques for cartoons and sketches—light illustration for use in sales promotion, TV, Newspaper and magazine publication.
ART 203	Airbrush Art	2	2	3	In depth study of the airbrush, accessories and preparations of airbrush and photo art.

ART 205	Advanced Drawing	1	4	3	Drawing exercises designed to increase skill and perception are assigned. Emphasis on rendering two and three dimensional shapes using a variety of media. Prerequisite: ART 105 or instructor's permission.
ART 216	Fashion Illustration	1	4	3	A study of the current fashion figure with an emphasis on form and movement; combined with color, pattern, fabric, texture, and style; to create exciting illustrations.
ART 218	Interior Illustration	1	4	3	Advanced problems in color, pattern, and texture, and their affect on interior composition. The encouragement of interior expression will be stressed through assigned problems.
ART 232	Product Illustration	1	4	3	Use of product illustration for commercial purposes. To include household products, hardware, sporting goods, etc. Black and white and color work is conducted.
ART 249	Advertising Illustration	1	4	3	This course requires advanced exploration of illustrating media providing students with opportunity for individual projects. Prerequisites: DES 215, ART 105
ART 251	History and Appreciation of Art	5	0	5	The aims of the course are to establish an understanding of art, to develop an appreciation for the relationship between art and man, and to study art in a cultural environment.
AUT 1311	Auto Body Welding	1	3	2	A study of the different types of metals used in auto manufacturing and the different welding processes used in repair. Instruction will be given in oxyacetylene, MIG and spot welding as it pertains to auto body repair. Shop and personal safety will be stressed throughout the course.
AUT 1317	Frame and Unibody Straightening and Alignment	2	6	4	An introduction to hydraulic straightening equipment (basic pushing, pulling, spreading and clamping setups). Instruction will be given in types of body and frame misalignment, use of gauges and measuring systems to locate damage, and body and frame straightening machines. Students will study the various types of suspension systems and how they are affected by body and frame misalignment. Personal safety, safety of others, and shop safety will be discussed.

AUT 1320	Metal Finishing and Plastic Fillers	2	6	4	Orientation to auto body repair and the types of body construction used in manufacturing. Students will learn the proper use of hand and power tools and their safe operation. Development of skills in analyzing auto body damage, and removing this damage. Metal will be restored using hammers, dollies, picks, files and plastic filler. Shop and personal safety will be stressed throughout the course.
AUT 1321	Auto Body Sheet Metal and Structural Replacement	2	6	4	In this course, students will remove and replace sheet metal and structural members on frame and unibody type vehicles. Instruction will be given in types of removal, panels and members. Shop and personal safety will be included in instruction.
AUT 1322	Estimating Auto Body Damage	1	3	2	Students will be instructed in the use of the auto body parts and rate manuals, and what to look for on a damaged vehicle. Students will use this knowledge to prepare competitive damage estimates on practice vehicles. Instructor will put the student in various situations such as dealing with a customer, ordering repair parts, reaching agreed prices with insurance companies, etc.
AUT 1323	Metallic and Fiberglass Fillers	2	6	4	Instruction will be given in the application of lead, solder, brass and fiberglass fillers to restore metal and fiberglass panels. Students will gain knowledge of these fillers and the areas of the automobile where they should be applied. Personal and shop safety will also be discussed.
AUT 1324	Lacquer Painting	2	6	4	During this study of lacquer painting, students will learn the steps in preparing and applying a lacquer finish. Students will gain experience in use and care of spray equipment; sanding materials and techniques; masking and priming; painting materials and the application of lacquer paint in spot, blend, panel, and overall refinishing of autos. Personal and shop safety will be stressed.
AUT 1325	Enamel and Urethane Painting	2	6	4	A study of the refinishing procedures utilizing enamel and urethane base materials. Students will engage in spot, panel and overall refinishing of vehicles using these materials. Paint booth location and design will be studied. Personal safety will be stressed during the application of these materials.

AUT 1326	Auto Glass and Trim	1	3	2	Students will gain knowledge in the removal and replacement of auto glass, glass regulators, upholstery and trim. Plastic welding, plastic painting, and upholstery dying will be included in the study along with body and trim care. Shop and personal safety will be stressed throughout the course.
AUT 1327	Paint Equipment and Surface Preparation	2	6	4	A thorough study of body shop paint equipment and operation (air compressors, air transformers, hoses, paint booths, drying equipment, respirators, and spray guns). This equipment will be discussed pertaining to types, installation, operation, safety, maintenance, and price of equipment. Also included will be a study of surface preparation and paint materials. Instruction will be given in sanding, cleaning, primers, thinners, masking, mixing paint and matching color. Personal and shop safety will be discussed.
AUT 1328	Shop Situations I	1	3	2	A time for the student to work on a project vehicle to increase skill and confidence levels. Project must be approved by the instructor, who will act as a shop foreman. Repairs will be limited to welding, metal finishing, plastic filling, and glass and trim work. Students must prepare a work order and repair estimate on each project. Grades will be given on satisfactory repairs, safety operations, and competitive estimates.
AUT 1329	Shop Situations II	1	3	2	A time for the student to improve skill and confidence levels. Students will work on project vehicles with the instructor's approval and supervision. Repairs will be limited to metallic and fiberglass filling and surface preparations. During this study, students will service and maintain shop equipment under the instructor's supervision. Grades will be given on satisfactory repairs and safety operations.
AUT 1330	Shop Situations III	1	3	2	A time for students to gain experience and increase skill levels in the straightening and alignment of unibody and standard frames; and the replacement of sheet metal and structural members. Students will estimate and analyze frame damage, and determine the corrective forces needed for repair and remove and replace sheet metal and structural members. Personal and shop safety will be reviewed for this course.

AUT 1331	Shop Situations IV	1	3	2
	During this course, students will be required to prepare and refinish vehicle using lacquer, enamel and urethane materials. Students must make satisfactory repairs in spot, panel, and overall repairs. The instructor will supervise and grade the completed projects. Students will be graded on safety habits, preparation, application, and final appearance of the project.			
BIO 101	Basic Science	6	2	7
	This course is designed to give the beginning student an understanding of basic science principles and their relationship to practical nursing. This course includes the study of the structure and functions of the human body, principles of food and nutrition and selected effects of microbiology as related to nursing.			
BIO 160	General Biology I	3	2	4
	The science of biology; the physicochemical nature of protoplasm emphasizing the role of DNA, RNA and cellular enzymes; cell structure, mitosis, meiosis, and gametogenesis; energy transfer in biological systems; and basic genetics are the major topics of this course. Prerequisite: Satisfactory score on Advising Assessment.			
BIO 162	General Biology II	3	2	4
	This course is the sequel to General Biology I (BIO 160) dealing with selected plant classification, plant morphology and physiology, scientific evolution of life, animal classification, animal tissues and homeostasis. Prerequisite: BIO 160 or permission of the instructor.			
BIO 164	General Biology III	3	2	4
	This course is a sequel to General Biology II (BIO 162) dealing with human systems emphasizing homeostasis and disease, the ecology of organisms, world biomes, human impact on ecology and animal behavior. Prerequisite: BIO 160, BIO 162 or permission of instructor.			
BPR 105	Blueprint Reading and Sketching	1	2	2
	Interpretation and reading of blueprints. Information on the basic principle of the blueprints; sketching, schematics and diagrams using the appropriate symbols and notes.			
BPR 1204	Blueprint Reading & Sketching	1	3	2
	Interpretation and reading of blueprints. Information on the basic principles of blueprint; sketching, schematics and diagrams using the appropriate symbols and notes.			

BUS 100	Business Mathematics	2	2	3	This course provides instruction in the fundamentals of business mathematical applications. Emphasis is placed on the computation of payrolls, commissions, discounts, interest, markups and mark-downs. Instruction includes the electronic calculator.
BUS 101	Introduction to Business	3	0	3	A survey of business practices with particular emphasis on financing, marketing, internal control, and management.
BUS 115	Business Law I	3	0	3	A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts and sales.
BUS 116	Business Law II	3	0	3	Includes the study of laws pertaining to bailments, commercial paper, agency, and employment.
BUS 125	Business Finance	5	0	5	Business Finance explores the history of money, the Federal Reserve System, creation of money, and the expansion of credit. The course also explores the banking system including policies and procedures of banking. Business Finance analyzes financial statements including ratio analysis, income and balance sheet preparation, and utilizations.
BUS 200	Current Management Issues	3	0	3	This course is designed to allow students to learn and practice skills which enhance effective interactions in the work environment. Students will learn to define and trace the development of the human relations field; communicate effectively; explain and apply motivational techniques; understand and apply their own creative potential; recognize and develop strategies for coping with job stress and develop strategies for coping with stress; and resolve various job complaints.
BUS 205	Leadership Styles	3	0	3	Students in this course will learn to explain the dynamics of working within groups; conduct a meeting effectively; counsel a subordinate about a problem and develop a plan for improvement; explain the various leadership styles and select appropriate ones for given situations; identify strategies for coping with problems in bureaucracies; summarize a variety of programs designed to improve quality of work life; describe strategies for overcoming resistance to change; and develop a career plan.

BUS 210	Total Quality Management	3	0	3	This course will introduce the student to an emerging new managerial approach that emphasizes quality coupled with participative decision making.
BUS 230	Principles of Personnel Management	5	0	5	Principles of organization and management of personnel, procurement, placement, training, performance checking, remuneration, labor relations, fringe benefits, and security are included. Problem solving and case study methods are emphasized.
BUS 232	Principles of Supervision	3	0	3	Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.
BUS 235	Business Management	3	0	3	Principles of business management including an overview of major functions of management, such as planning, organizing, directing and controlling.
BUS 236	Small Business Management	3	0	3	An overview of the small business scene including essentials for planning, financing, and controlling the small firm. Form, structure, merchandising, and sales are included.
BUS 238	Business Credit and Inventory Management	3	0	3	Emphasis on selling procedures, customers relations, marketing and displaying merchandise, use of the cash register, credit card sales, and inventory record-keeping as required for a general sales clerk.
BUS 247	Business Insurance	3	0	3	The basic principles of risk insurance, and risk management are presented. A survey of the insurance institution is included.
BUS 1103	Small Business Operations	3	0	3	An introduction to the business world, problems of business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

CAR 1201	Framing	3	9	6	<p>Introduction to the basic terms definitions and practices in floor, sill, wall, ceiling joint, and truss or rafter construction. Fasteners and special construction layout will be emphasized. Extensive practice and study will be given to plumbing, walls, bracing, bridging and rafter design.</p>
CAR 1202	Roofing	2	6	4	<p>Roof styles, roofing members and methods for application of the final covering such as shingles, tile and buildup types will be studied and practiced in simulated and actual on site construction. Built-up roofs will be given special emphasis in flashing and sealing to eliminate roof leaks.</p>
CAR 1203	Interior Wall Finish	2	6	4	<p>Skill and understanding terms and practices common to the trade of interior wall finishes will be learned. Practice in installing and finishing paneling, gypsum and masonry walls will enable students to follow specification for the various building plans. Understanding of and skill in the sheet rock filling and finishing will be given special attention.</p>
CAR 1204	Interior Trim	3	9	6	<p>Practices in door hanging, window installation and trim, stair construction and finish combined with special molding and trim materials. Special emphasis is to be placed upon joining walls, facings and design grains in panel for finish effects.</p>
CAR 1205	Forming	2	6	4	<p>Definition of form terms, purpose for which forms are designed, external factors that determine the form design. Study and construction includes footing forms, wall forms, edge forms and base forms for support pillars and column supports. Emphasis will be placed on uses of different materials for form construction. Board panels, metal and fasteners and bracing used with each type of form design.</p>
CAR 1206	Exterior Finish	3	9	6	<p>Definition and terms associated with exterior wall coverings and trim. Use of various cornice styles and molding with proper materials to match brick veneer, various wood, composition and metal siding construction. Emphasis will be upon proper understanding and interpretation of specifications as found in the working drawings for each type of siding construction.</p>

CAR 1208	Cabinet Making	3	9	6
Introduction to the motor driven machines found in cabinet shop use. Safety will be the first requirement in teaching the techniques for each machine operation. Cabinet design, materials, hardware and assembly of cabinet units found in kitchens, bathrooms, storage closets, where built in construction is required. Good craftsmanship will be required in each phase of cabinet work. Planning design, material selection, finishes and site installation.				
CAR 1209	Truss & Prefabrication	2	6	4
Introduction to roof truss designs, timber sizes and hardware used to build truss units as specified by unit classification. Main parts and design will meet load and space requirements specified. Students will learn how trusses and wall sections are constructed off site and transported and placed on building as complete pre-fabricated units.				
CAR 1210	Building Codes	5	0	5
The city, county, and state building code requirements are studied. Special emphasis is given to codes related to footings, foundations, and frame construction. Permits, inspection, and zoning regulations are also studied.				
CAS 205	Spreadsheet Applications	2	2	3
This course is designed for students who wish to gain proficiency in the applications of spreadsheet software while using a microcomputer.				
CAS 206	Database Applications	2	2	3
This course is designed for students who wish to gain proficiency in the applications of database software while using a microcomputer.				
CAS 207	Desktop Publishing	2	2	3
This course provides instruction and hands-on training in desktop publishing software using state-of-the-art networked microcomputers and laser printers.				
CAS 217-220	Software Applications	2	2	3
The student will learn to use a specific software package as deemed necessary by the college or the community. Emphasis will be on learning the concepts of the software application and gaining experience using the package through a hands-on approach.				

CJC 101	Introduction to Criminal Justice	5	0	5	The philosophy and history of criminal justice agencies, law enforcement, courts, and corrections, including their legal limitations in a democratic republic. (The primary duties and responsibilities of the various agencies as well as the basic process of justice. An evaluation and overview of criminal justice as a career.)
CJC 102	Criminology	5	0	5	(This course studies criminal behavior and societies' reactions to it. Theories about why persons commit crimes and criminal typologies are covered in detail.)
CJC 110	Juvenile Delinquency	5	0	5	Delinquency as an individual and a social problem. (Theories of delinquency causation. The involvement of law enforcement personnel in the juvenile courts. Current court procedures and policies on the handling of juveniles.) Means of improving the relationship between the law enforcement officer and the juvenile offender.
CJC 112	Criminal Law	5	0	5	Origin and history of common criminal law compared to modern statutory law. (Classification of crime, parties to crimes, elements of a crime, incomplete crime.) Who can commit a crime and the defenses that excuse criminal responsibility. (Crimes specifically covered include murder, rape, arson, robbery, burglary, kidnapping, and assault.)
CJC 135	Forensic Science	3	2	4	Relationships of forensic science to criminal investigation and development of new laboratory techniques. Proper methods of processing the crime scene for physical evidence and the subsequent collection, presentation, and identification of evidence from the crime scene through introduction into court.
CJC 206	Community Relations and Ethics	3	0	3	The course examines ethics as applicable to the criminal justice practitioner. Factors relating to effective community relations, law, psychological and social factors, minorities, social change, planning and community relations, along with case studies are all examined.
CJC 207	Correctional Organization and Administration	3	0	3	Emphasis is placed upon principles of administration in the correctional setting to include financial control, recruitment and development of staff, decision-making, public relations, programs, medical care of inmates, food procurement, and various legal aspects controlling detention facilities, correctional institutions, and jails. Various types of facilities are compared. Techniques of inmate supervision, security, the delivery of treatment services, and unique problems posed by the organization of corrections will be studied.

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CJC 209	Correctional Law	3	0	3
Consideration of major legal issues pertaining to corrections, including sentencing, probation, restitution, prisons, parole, pardon, and restoration of rights. (Emphasis is given to legal issues typically confronted by correctional administrators, probation/parole, and prison personnel.)				
CJC 210	Criminal Investigation	5	0	5
This course introduces the student to fundamentals of investigation, crime scene search, recording, collection, and preservation of evidence, sources of information, interview and interrogation, case preparation, and court presentation.				
CJC 212	Crisis Intervention and Management	3	2	4
(A course that introduces the student to theories and practices for the intervention, defusing mediation, and referral of persons who are experiencing emotional, psychological, and relationship problems.) Substance abuse and social and individual crisis situations are discussed, and the student is presented with methods and techniques for handling crisis situations. This is accomplished through lecture, demonstration, and practical exercises.				
CJC 215	Substance Abuse	5	0	5
The history and development of substance abuse in the United States. (It involves historical perspectives on abuse patterns and contemporary health, law enforcement, and social problems resulting from substance abuse.)				
CJC 222	Criminal Justice Administration	5	0	5
(The principles of organization and management are examined. Discussions of planning, organizing, coordinating, reporting, directing, and budgeting are held.)				
CJC 223	Principles of Rehabilitation	4	0	4
This course introduces the philosophy of rehabilitation, and its application to the criminal justice process. Police and correctional rehabilitation methods will be examined. Issues proposed by the interfacing of mental health and criminal justice will be evaluated. (Students will learn appropriate procedures for handling critical situations such as domestic crisis, prison disorders, and bizarre behavior in the public area.)				

CJC 234	Community-Based Corrections	3	0	3	Efforts to change offender behavior and to facilitate the development of offender-community linkages will be discussed. (Institutional classification and treatment strategies, pre-release and temporary-release programs, innovative uses of probation and parole services, community residential programs, and new dispositional models, e.g. sentencing to community service and restitution.)
CJC 242	Introduction to Private Protective Services	4	0	4	This course introduces the student to the business of private protective services. Legal and ethical issues are addressed.
CJC 245	Court Procedure and Rules of Evidence	5	0	5	(This course discusses basic courtroom procedure from first appearance through final disposition.) Rules of evidence are covered to include leading cases and their application to the criminal justice system.)
COS 1001	Scientific Study I	5	15	10	This course is for beginners in Cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, and skin.
COS 1001A	Scientific Study I	2	6	4	This course is for beginners in Cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, and skin.
COS 1001B	Scientific Study I	3	9	6	A continuation of Cosmetology 1001A. Prerequisite: COS 1001A.
COS 1002	Scientific Study II	5	0	5	A classroom study of skin, scalp, hair, nails, and their disorders, salesmanship, permanent waving, relaxing, hairdressing, wigs, and hair coloring. Prerequisite: COS 1001.
COS 1002A	Scientific Study II	2	0	2	A classroom study of skin, scalp, hair, nails and their disorders, salesmanship, permanent waving, relaxing, hairdressing wigs, and hair coloring. Prerequisites: COS 1001A and COS 1001B.
COS 1002B	Scientific Study II	3	0	3	A continuation of Cosmetology 1002A. Prerequisite: COS 1002A.

COS 1003	Scientific Study III	5	0	5	A classroom study of anatomy, manicuring, chemistry, cosmetics-facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene. Prerequisite: COS 1002.
COS 1003A	Scientific Study III	2	0	2	A classroom study of anatomy, manicuring, chemistry, cosmetics-facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene. Prerequisites: COS 1002A and COS 1002B.
COS 1003B	Scientific Study III	3	0	3	A continuation of Cosmetology 1003A. Prerequisite: COS 1003A.
COS 1004	Scientific Study IV	5	0	5	A classroom study to further prepare the student who elects to continue in Cosmetology for 1500 hours. Prerequisite: COS 1003.
COS 1004A	Scientific Study IV	2	0	2	A continuation of Cosmetology 1003. Prerequisites: COS 1003A and COS 1003B.
COS 1004B	Scientific Study IV	3	0	3	A continuation of Cosmetology 1004A. Prerequisite: COS 1004A.
COS 1011	Mannequin Practice I	0	17	6	A study offering waving, pin curling, rollers, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.
COS 1011A	Mannequin Practice I	0	9	3	A study offering waving, pin curling, rollers, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.
COS 1011B	Mannequin Practice I	0	8	3	A continuation of Cosmetology 1011A. Prerequisite: COS 1011A.
COS 1022	Clinical Applications I	0	32	11	A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the area of bacteriology, pin curling, finger waving, rollers, permanent waving, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and haircutting. Prerequisite: COS 1011.

COS 1022A	Clinical Applications I	0	15	5	A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the area of bacteriology, pin curling, fingerwaving, rollers, permanent waving, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and haircutting. Prerequisites: COS 1011A and COS 1011B.
COS 1022B	Clinical Applications I	0	17	6	A continuation of Cosmetology 1022A. Prerequisite: COS 1022A.
COS 1033	Clinical Applications II	0	32	11	This course gives continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hair styling, hair coloring (rinses, etc.) and scalp treatments. Prerequisite: COS 1022.
COS 1033A	Clinical Applications II	0	15	5	This course gives continued laboratory practice and application of techniques in hair shaping, professional ethics, manicuring, chemistry, cosmetics-facials, hair styling, hair coloring (rinses, etc.) and scalp treatments. Prerequisites: COS 1022A and COS 1022B.
COS 1033B	Clinical Applications II	0	17	6	A continuation of Cosmetology 1033A. Prerequisite: COS 1033A.
COS 1044	Clinical Applications III	0	32	11	A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving and hair shaping. Prerequisite: COS 1033.
COS 1044A	Clinical Applications III	0	15	5	A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving and hair shaping. Prerequisites: COS 1033A and COS 1033B.
COS 1044B	Clinical Applications III	0	17	6	A continuation of Cosmetology 1044A. Prerequisite: COS 1044A.
COS 3004	Cosmetology Instructor Training	4	12	8	A comprehensive approach to introducing the licensed cosmetologist to the requirements of the Cosmetology Instructor Training Program and the North Carolina State Board of Cosmetic Arts. The course content includes orientation, theories of education, unit planning, daily lesson planning, and clinical management and evaluation under the supervision of the licensed cosmetology instructor. Prerequisite: Be a licensed cosmetologist with six months of experience.

COS 3005	Cosmetology Instructor Training: Practicum	4	18	10	A continuation of Cosmetology Instructor Training COS 3004 with emphasis on conducting theory classes, practical demonstrations, and clinical management under the direct supervision of the licensed cosmetology instructor. This course will require in-depth applications of teaching theory in the actual practice teaching of cosmetology. Prerequisite: COS 3004 Cosmetology Instructor Training.
CSC 101	Introduction to MS-DOS	1	2	2	A study of MS-DOS designed for students who want an in-depth knowledge of this disk operating system including the use of system commands, directories, files, etc.
CSC 102	Microcomputer Operations	1	2	2	The student will learn to use the microcomputer and various types of software to complete personal and business operations. Some programs the student will use are word processing, data base management, and spreadsheet applications. Keyboarding skills would be helpful.
CSC 104	Introduction to Data Processing	3	2	4	Fundamental concepts and operations principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems.
CSC 107	Computer Programming Logic and Techniques	2	2	3	The student will be introduced to the computerized processing of business applications and the role of the programmer in designing programs for business applications. The student will be aware of the types of source documents to be used for input and the desired reports or other data (output) required by management from the computer. Emphasis will be on analyzing data, using flow charts, program logic and processing within the computer in a step-by-step sequence.
CSC 109	BASIC Language Programming I	3	2	4	Areas of study include BASIC language specification, data formats, and rules for writing source programs.
CSC 110	BASIC Language Programming II	3	2	4	The student will understand the use of advanced programming techniques and develop the skills required in handling data through various input/output devices. Student will design a program system and supporting documentation utilizing these data handling techniques. Prerequisite: CSC 109.

CSC 111	COBOL I	3	2	4
<p>Upon completion of this course, students will be able to analyze given problem definitions and develop solutions from a programming viewpoint at a fundamental level with the use of hierarchy charts, flowcharts, algorithms, and I/O specifications. A study of the COBOL Language using lecture and business programming applications. Each student will learn to code, compile and debug COBOL programs. Topics covered include: basic calculation, decision making, input/output operations, iterations; prepare test data and verify results of executing a COBOL program; correct syntax and logical errors in a COBOL program.</p>				
CSC 112	COBOL II	3	2	4
<p>A continuation of CSC 111, students will be able to outline the logic through the use of hierarchy charts, I/O specifications, and flowcharts to process control breaks, group indicated and group printed reports, advanced arithmetic calculations, create/update sequential files on tape/disk, iterative processing; write structured COBOL programs that will handle these features; code, test and debug problems; correct syntax and logic errors. Prerequisite: CSC 111.</p>				
CSC 131	File and Data Base Operations	3	0	3
<p>The student will have in-depth study of the computer operator's duties with respect to files and data bases including backup, recovery, restores, audit, and security. Topics include a brief discussion of the different file and data base structures and organizations, reading input layouts, reading output layouts, interpreting allocation messages, tape labeling, disk table of contents, and selected utilities associated with space, data, and file management.</p>				
CSC 200	Computer Operations I	2	2	3
<p>Upon completion of this course, students will be able to list and perform the computer operator's duties in the operation of a magnetic tape, magnetic disk, and console control devices; describe the hardware components of a business computer system; covert binary, hexadecimal, and decimal from one base to the other; interpret and use standard operator run instructions; run selected utility programs.</p>				

CSC 206	C++ Programming Language	3	2	4
This is a beginning course covering the fundamentals of the C++ programming language. Through class lecture and hands-on activities in the microcomputer lab, the student will be able to define selected terms pertaining to microcomputer systems and programming; write programs in C++ language that read/write/calculate, use structured logic, use library functions for specific tasks, generate reports, perform operations with arrays; create, edit, store, link and execute programs and programs modules in C++ language; write user defined functions; prepare sample data to test a C++ program; and prepare programs for execution using a C++ compiler.				
CSC 207	RPG II Language Programming I	3	2	4
The student will utilize the business programming system as a tool in the solution of business problems and in meeting the information needs of business and industry. The scope of the problems developed will vary from a simple payroll procedure to the total information retrieval for a large and complex business and industry.				
CSC 208	RPG II Language Programming II	3	2	4
A continuation of RPG II Language Programming I. The student will understand the use of advanced programming techniques and RPG II concepts. Upon completion of this course, students should be able to: code, debug and execute RPG II programs using array processing, exception output instructions, code table look-up routines, code subroutines, and use of structured programming techniques. Prerequisite: CSC 207				
CSC 214	Computer Systems I	2	2	3
The student will be given an introduction to computer architecture, operating systems, data file structures and organization, multi-programming, job scheduling and utilities.				
CSC 216	Data Processing Applications	1	4	3
The student will develop occupational competencies through experience and practice in a simulated classroom laboratory or through on-the-job experience in a work data processing/computer studies. The student will be supervised and coordinated by the instructor and/or employer. The student will participate in learning activities and problem-solving activities relating to computer programming and data processing operations. Prerequisite: Instructor's approval				

CSC 220	System Analysis and Design	3	0	3	The course is designed to give students training in business system analysis and design. Upon completion of this course, students will be able to summarize the state of the art in information systems design; prepare a business form; prepare and explain a project plan and feasibility report; prepare a data flow diagram for a system; prepare a record layout for an input and output file; relate the system process to a typical application using a case problem.
CSC 230	Computers in the Medical Office	2	2	4	Introduction to computer applications used in the physician's office, including scheduling of appointments, billing and collections, medical transcription and insurance processing. There will be didactic and practical application of computer technology and maintenance. The course is designed to simulate a typical day in the office. The increased use of computer technology in the medical office necessitates the student's familiarity of the software programs. Prerequisite: CSC 102 and OSC 101, or permission of instructor.
DDF 205	Design Drafting I	2	6	5	An introduction to basic design in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, and simplified drafting practices constitute areas of study. Various methods of specifying materials and workmanship are an integral part of the course.
DDF 205A	Design Drafting I	2	2	3	An introduction to basic design in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, and simplified drafting practices constitute areas of study. Various methods of specifying materials and workmanship are an integral part of the course.
DDF 205B	Design Drafting I	0	4	2	A continuation of DDF 205A. Prerequisite: DDF 205A
DDF 206	Design Drafting II	2	6	5	A research course in solving a problem in design by consulting various manuals and periodicals and through laboratory experiments. A written technical report, preliminary design sketches, layout drawings, detail drawings, assembly and subassembly drawings, pictorial drawings, exploded assembly, patent drawings, and specifications are requested as a part of the problem. Prerequisite: DDF 205

DDF 206A	Design Drafting II	2	2	3
	A research course in solving a problem in design by consulting various manuals and periodicals and through laboratory experiments. A written technical report, preliminary design sketches, layout drawings, detail drawings, assembly and subassembly drawings, pictorial drawings, exploded assembly, patent drawings, and specifications are requested as a part of the problem. Prerequisite: DDF 205			
DDF 206B	Design Drafting II	0	4	2
	A continuation of DDF 206A. Prerequisite: DDF 206A			
DES 121	Design I (Black & White)	2	4	4
	A study of the basic design fundamentals and principles, and visual problem solving methods. Emphasis is placed upon assigned problems in basic design. Studio terminology, equipment, and materials will also be stressed.			
DES 122	Design II (Color)	2	4	4
	Assigned problems in two and three dimensional design requiring attention to principles of design. A study of pigment color and its effect on a composition.			
DES 124	Television Graphics	1	4	3
	Introduction to computer aided design and illustration. Design programs most commonly used in the workforce are covered. This includes terminology and capabilities of competitive software packages. There is a strong emphasis on professional work habits and problem solving as related to the job.			
DES 201	Typography & Lettering	2	2	3
	Fundamentals of lettering. Execution of finished lettering for reproduction. Lettering and typography indication for layouts and comprehensive design. A survey of typographic terminology, equipment and materials. Applied problems in various mediums.			
DES 206	Studio Skills I	2	4	4
	Design and preparation of finished artwork and copy for various types of publications including brochures, magazines, newspapers, etc. Strong emphasis on utilizing professional working conditions and problem solving.			
DES 207	Studio Skills II	2	4	4
	The study of and the tools for layouts, paste-ups, and separations. Students will expand their knowledge and skills in the use of mechanical and comprehensives. Prerequisite: DES 206			

DES 208	Studio Skills III	2	4	4	Advanced study and practice. Types of proportional scales will be studied. The use of photographs, special techniques, and equipment will also be covered. Prerequisites: DES 206, DES 207
DES 211	Copywriting	2	2	3	A study of the techniques used in originating effective copy for various communicative media. Emphasis is placed upon a review of existing printed materials, the encouragement of originality and completeness of purpose, attention to format. Theory and practice of originating copy for media such as retail store, outdoor posters, leaflets, business and consumer publications.
DES 212	Three Dimension Perspective	2	2	3	A study and implementation of three dimensional objects, one two and three point perspective is utilized.
DES 213	Portfolio	0	4	2	Preparation of the student for employment, including portfolio, resume, speech, self-presentation and professional procedures.
DES 215	Graphic Reproductions	2	2	3	A study of the tools and their uses in the mechanical reproduction of multi-view drawings and orthographic projections.
DES 222	Publication Design I	1	4	3	Introduces the fundamental principles of the various graphic printing processes. A study of the practical applications will be demonstrated.
DES 223	Publication Design II	1	4	3	In-depth study of the preparation of camera ready art work for graphic reproduction. Emphasis will be placed upon assigned problems in this course. Prerequisite: DES 222
DES 224	Publication Design III	2	4	4	Advanced study of the preparation of ad copy for various media. Individual work on layout and design will be required. Prerequisites: DES 222, DES 223
DFT 101	Technical Drafting I	1	4	3	The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique and perspective are introduced.

DFT 102	Technical Drafting II	1	4	3
	The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction to the graphic analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "details" and "working drawings", approved by the American Standards Association will also be included. Introduction is given to intersection and development of various types of geometrical objects. Prerequisite: DFT 101			
DFT 110	Technical Drawing I	2	6	5
	An introductory study of the graphic language, principles of mechanical drawing and orthographic projection. Skills and techniques are included in the areas of freehand lettering, geometrical constructions, sketching and shape description, multi-view project, and sectional views.			
DFT 110A	Technical Drawing	2	2	3
	An introductory study of the graphic language, principles of mechanical drawing and orthographic projection. Skills and techniques are included in the areas of freehand lettering, geometrical constructions, sketching and shape description, multi-view project, and sectional views.			
DFT 110B	Technical Drawing	0	4	2
	A continuation of DFT 110A. Prerequisite: DFT 110A			
DFT 120	Technical Drawing II	2	6	5
	The application of sectional views to more complex problems, primary and secondary auxiliary views, simple and successive revolutions, and the importance of shop processes, dimensioning, and tolerancing. Includes introduction to working drawings. Prerequisite: DFT 110, or instructor's permission.			
DFT 120A	Technical Drawing II	2	2	3
	The application of sectional views to more complex problems, primary and secondary auxiliary views, simple and successive revolutions, and the importance of shop processes, dimensioning, and tolerancing. Includes introduction to working drawings. Prerequisite: DFT 110, or instructor's permission.			
DFT 120B	Technical Drawing II	0	4	2
	A continuation of DFT 120A. Prerequisite: DFT 120A.			

DFT 130	Technical Drawing III	2	6	5	A study of the practices of axonometric projection, oblique projection, and perspective projection. Intersections and developments are studied, along with the drawing of gears, cam, and electronic diagrams and reproduction and control of drawings. Prerequisites: DFT 110 and DFT 120, or instructor's permission.
DFT 130A	Technical Drawing III	2	2	4	A study of the practices of axonometric projection, oblique projection, and perspective projection. Intersections and developments are studied, along with the drawing of gears, cam, and electronic diagrams and reproduction and control of drawings. Prerequisites: DFT 110 and DFT 120, or instructor's permission.
DFT 130B	Technical Drawing III	0	4	4	A continuation of DFT 130A. Prerequisite: DFT 130A.
DFT 148	Computer Aided Drafting I	1	6	3	An introduction to CAD with emphasis on shop practice on a computer. Included are terminology; capabilities of a CAD system; CAD drawing, deleting, and altering procedures; commands and modes for drawing basic geometric shapes; plotting, dimensioning, layering, and zooming techniques; and creation as well as storage of library elements.
DFT 149	Computer Aided Drafting II	1	6	3	A continuation of DFT 148. Students will continue to work with new commands and command structure. Problems and exercises will place emphasis on advanced 2D and the introduction to 3D CAD. Prerequisite: DFT 148.
DFT 204	Descriptive Geometry	2	4	4	A graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems are stressed with analytical verification where applicable. Visualization is stressed in every problem.
DFT 211	Mechanisms	3	3	4	An examination of mathematical and drafting room solutions of problems involving the principles of machine elements. Includes a study of motions of linkages, velocities, and acceleration of points within a link mechanism and layout methods for designing cam, belts, gears, and gear trains.

ECO 103	Principles of MacroEconomics	5	0	5	The fundamental principles of economics including the relevance of economics to student's lives. Included is a study of supply and demand and how levels of output, prices, and employment are determined. Aggregate supply and demand theories will be related to aggregate levels of output, employment, and price levels. International economics will also be studied.
ECO 105	Consumer Economics	5	0	5	Designed to help the students use their resources of time, money, and energy to get the most out of life. Examines the different types of insurance, credit arrangements, career choices, and investment options.
ECO 251	Principles of Economics I (MACRO)	5	0	5	A survey of basic economic principles, business organization, pricing mechanisms, money and banking, monetary and fiscal policy, and production and distribution of national income.
ECO 255	Principles of Economics II (MICRO)	5	0	5	A continuation of Economics 201 with emphasis on international trade and finance, comparative economic systems, and current economic problems. Prerequisite: ECO 251 or instructor's permission.
ELC 114	AC/DC Theory, Circuits, Machines	11	6	14	A study of the electrical structure of matter, electron theory, and magnetism; the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. The study includes R L C circuits, DC generators and motors, and AC motors and transformers.
ELC 115	Machine Control Systems	3	8	7	The study of industrial process controls, repairs, and maintenance. Topics of discussion include circuits, pilot control systems, reduced voltage starting/control, introduction to solid state power control, and ladder logic.
ELC 225	Industrial Wiring	6	10	11	Planning, layout and installation of wiring systems in industrial complexes, with emphasis on blueprint reading, code requirements, materials listing, and work scheduling. Practical experience in wiring, conduit preparation, and system installation.

ELC 1224	Residential Wiring	1	6	3	Provides instruction and application in the installation of wiring in residential applications such as: services, remote controls, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.
ELC 1225	Wiring Layout	2	6	4	Layout and planning of residential wiring systems and circuits. Electrical blueprint reading will be taught.
ELC 1319	Electrical Code—Residential	1	3	2	The study and application of The National Electrical Code as it applies to residential construction.
ELC 1320	Electrical Code — Commercial	1	3	2	The study and application of The National Electrical Code as it applies to commercial construction.
ELC 1321	Electrical Code — Industrial	1	3	2	The study and application of The National Electrical Code as it applies to industrial construction.
ELN 119	Industrial Electronic Fundamentals	3	9	6	Basic theory and operating characteristics of electron base components in industrial applications. Topics include rectifying, regulating, switching, modulating, amplifying, oscillating, comparator, summing, and timing circuits, differential amplifiers, operational amplifiers, circuit construction and analyzation.
ELN 120	Industrial Electronic Control Systems	4	6	6	Industrial electronic control concepts including: calibration, measurement and standards are introduced. Laboratory exercises include practice in specifying and selecting process or automatic control parameters and equipment. Programmable logic controllers, electronic and electromechanical controls are introduced as well as the use of the microcomputer in industrial control systems. Practical analysis and evaluation on actual or simulated processes or systems is covered in the laboratory.
ELN 221	Digital Fundamentals	5	6	8	The study of number systems, codes, logic gates, flip flop counters, arithmetic logic, data storage devices, memories, DA and AD converters. Elemental circuits are constructed and analyzed using basic test equipment.

ELN 222	Troubleshooting Procedures/Practices	2	3	3
	This course is designed to teach students the procedures employed in the service and repair of industrial equipment, utilizing service tools and test equipment. Students will be expected to show individual ability and initiative in locating and correcting defects.			
ELN 223	Digital Control Systems	5	6	8
	This course is designed to develop skill in using circuit data and application sheets, sensitive test equipment and troubleshooting relay-analog and digital controls. Testing and replacing devices, working with interface problems, understanding voltage transients, thermal impedance and coordination of protective elements will be covered. Field trips to local industries using digital systems will complement lab and class work.			
ELN 224	Microprocessors	6	8	10
	A study of microprocessor architecture and organization. Topics/activities include using data sheets to develop simplified instruction sets in assemble and machine language; interfacing the microprocessor with IO devices; static and dynamic testing using meters, logic probes, and the oscilloscope; microprocessor programming; and free-format ladder language study.			
ELN 230	Student Project	1	5	3
	Under the instructor's guidance, each student will be required to develop and produce a practical project utilizing major curriculum skills and knowledge. Work may substitute for this course provided prior instructor approval is obtained and the student submits a written report of his work experience which is acceptable to the instructor. No grade will be assigned for course substitution.			
ENG 091	Writing Skills I	1	4	3
	A basic course designed to help students master fundamental writing skills. Students will learn to recognize basic principles of English grammar and the structure of a simple sentence. There will be a review of the grammatical use of words and their functions in sentences.			
ENG 092	Writing Skills II	1	4	3
	A continuation of ENG 091. Students will learn to transform simple sentences and combine sentences into meaningful, well-constructed basic paragraphs. Prerequisite: ENG 091, or placement based on Advising Assessment.			

ENG 093	Writing Skills III	1	4	3	A continuation of ENG 092. Emphasis is placed on writing paragraphs. Correct grammar and sentence and paragraph structure are practiced. Students are encouraged to use more complex sentences and paragraphs to convey their ideas. Prerequisites: ENG 092.
ENG 155	English Composition I	5	0	5	The study and practice of expository writing. This course seeks to develop basic writing and organizational skills through attention to the principles of clear and effective self-expression and through the careful reading of selected prose, essays and fiction. Prerequisite: Satisfactory score on the Advising Assessment or completion of ENG 093.
ENG 156	English Composition II	5	0	5	The study of imaginative writing through an introduction to types of literature, and the further development of an effective writing style through reflective and critical themes and the practice of research and presentation techniques. Prerequisite: ENG 155.
ENG 251	World Literature I	5	0	5	A study primarily of Western literature, emphasizing the contributions of its greatest writers to both the representative culture and the subsequent tradition, through the Renaissance. Prerequisite: ENG 155.
ENG 255	Children's Literature	3	0	3	This course presents an overview of the major genres of the literature written especially for children as well as a knowledge of the criteria used for the selection and evaluation of individual works within these genres.
ENG 260	Major American Authors	5	0	5	A study of the lives and works of major authors in American literature, particularly Poe, Whitman, Melville, Twain, O'Neill, and Faulkner, and an examination of the related contexts of American culture, to which the work of these authors may be either a contribution or a response.
ENG 270	African American Literature	5	0	5	A study of the lives and works (including poetry, prose, and drama) of selected authors in African American literature, including but not limited to Phillis Wheatley, Frederick Douglass, Zora Neale Hurston, ee cummings, Langston Hughes, and Alice Walker, and a study of how these writers and their works influenced and were influenced by their societies.

ENG 1102	Communication Skills	3	0	3	Designed to promote effective communication through correct language usage in speaking and writing.
FSO 1104	Nutrition and Menu Planning	3	6	5	A study of the principles of nutrition using the basic four food groups, and the application of these principles to the planning of nutritionally adequate diets; other factors influencing menu planning; refrigeration and storage facilities, availability of seasonal foods, equipment and facilities, employee skills, eye appealing food combinations, type of clientele and food service.
FSO 1106	Sanitation and Safety	2	3	3	The participant will learn the sanitation procedures required of a foodservice operation. The proper care and maintenance of hand tools and machines will be emphasized. The study of "cause and effect" of accidents and the procedure for development of a food service safety program will be viewed.
FSO 1107	Foodservice Equipment	1	3	2	This course is designed to acquaint the participant with the use and care of large and small equipment used in foodservice facilities. Emphasis will be on simplifying work and effectively using time and motion.
FSO 1110	Quality Food Preparation: Meats and Seafood	3	6	5	This course emphasizes the selection, preparation, and presentation of meats (beef, veal, pork, mutton, lamb and variety meats) and seafood (fish and shell fish).
FSO 1111	Quality Food Preparation: Vegetables, Fruits and Salads	3	6	5	The emphasis in this course is on the selection, preparation, and presentation of vegetables and fruits in both cold and hot dishes. Salads of all types are presented along with the appropriate dressings.
FSO 1112	Quality Food Preparation: Cakes, Pies, and Sweet Dough Products	3	6	5	This course focuses on the preparation and presentation of the many types of cakes, pies, and the various types and shapes of sweet dough products.

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- FSO 1113 Quality Food Preparation: Pastas and Desserts** 3 6 5
- A variety of different food and their preparations are taught. Pastas (macaroni, spaghetti, noodles) and rice used in casseroles as well as the main entree or as a side dish are included. Crepes, ice cream desserts, strudel, compotes and other hot and cold desserts are also a part of this course.
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- FSO 1114 Quantity Food Preparation: Dairy and Egg Products** 2 6 4
- This course emphasizes the selection, preparation, and presentation of dairy products (milk, butter, cheese and creams) and egg products. A variety of preparation techniques are studied as the uses of these produces in combinations dishes such as casseroles, soups, stews, and so forth.
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- FSO 1115 Quantity Food Preparation: Soups and Sauces** 2 6 4
- The emphasis in this course is on the selection, preparation and presentation of sauces that can be served with various types of dishes. Also studied in this course are stocks and gravies and their use in the preparation of soups.
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- FSO 1116 Quantity Food Preparation: Fast Food and Short Order Cooking** 2 6 4
- This course teaches the selection, preparation and presentation of the variety of fast food and short order food items. Also studied are the techniques and methods that are needed for an efficient operation.
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- FSO 1118 Quantity Food Preparation: Baking Powder and Yeast Doughs** 2 6 4
- This course teaches the preparation and presentation of baked goods such as biscuits, loaf breads, muffins, roles, and related recipes.
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- FSO 1119 Quantity Food Preparation: Appetizers and Beverages** 2 6 4
- A variety of different foods and their preparation are emphasized in this course. Special techniques unique to the creation of hot and cold appetizers are taught. In addition, the preparation and presentation techniques for hot, cold, and non-alcoholic beverages are stressed.

FSO 1120	Food Service Production Management The student will develop an understanding of standardized recipes and portion control, and the physical and chemical characteristics in the process of food preparation. Worksheets, score sheets for judging food products, plan to improve work methods and an emphasis on motion economy are also a part of this course.	3	3	4
GEO 151	Principles of Geography An introductory course which studies the earth and the environment of man, emphasizing the physical patterns of climate, land-forms, soils and natural resources. Recommended as a background for all other courses in geography.	5	0	5
GEO 251	World Geography Survey of the world regions, including their world importance, geographical characteristics, and major problems.	5	0	5
HEA 211	First Aid and Safety This course is designed to introduce the student to practices and procedures in basic first aid and cardiopulmonary resuscitation. Fundamentals taught in this class are designed to train students to stabilize victims in emergency situations until professional emergency assistance can arrive.	2	2	3
HIS 151	World Civilization I This course is designed to familiarize the student with the major events, trends, and influences that shaped the common foundation of western civilizations. An interdisciplinary approach will be used to analyze the impetus of civilization and its development in the Near East, Greece, Rome, Christianity, Islam, India, China, Europe, and the expansion to the New World. A critique of social, economic, political, cultural, and religious issues will provide the focus of this course through 1650. An array of historiographical problems are discussed.	5	0	5
HIS 161	American History I A survey of the development of the American Nation, from the discovery of America to the outbreak of the Civil War.	5	0	5
HIS 165	North Carolina History This course is an overview of the history of North Carolina from the period of European exploration to the present day. Topics will include native American civilizations; social and political conflicts during the colonial and Revolutionary periods; North Carolina's role in secession and the Civil War; political, social, and cultural developments from Reconstruction to the Civil Rights movement; and current issues and problems facing the state.	5	0	5

HIS 251	World Civilization II	5	0	5	This course is an extension of World Civilization I. Included within topics for discussion are: the decline of absolutism, the rise of rational thought in social institutions, industrialization and social change, political and social revolutions, western growth and dominance, imperialism and nationalism, Asian economic interest, rise of constitutional governments, philosophical trends, growing conflicts leading to World War I, economic trends in the 19th and 20th centuries, conflicts leading to World War II, post war diplomacy and economic trends, and the future of western civilization.
HIS 261	American History II	5	0	5	A continuing survey of the development of the American Nation from Reconstruction to the present.
HSE 105	Community Health	3	0	3	This course is the study of the factors which influence physical and mental health. Topics covered include the American health system, drugs, alcohol, environmental factors hazardous to health, stress, mental health, nutrition and consumer health. Attention will be given to practices which will aid the individual in maintaining good physical and mental health.
HSE 151	Personal Health and Hygiene	3	0	3	A course designed to meet the health knowledge requirements necessary to guide the student to a more healthful way of life.
HYD 235	Hydraulics and Pneumatics	3	3	4	An examination of the basic theories of hydraulic and pneumatic systems with a look at combinations of systems in various circuits. Includes basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators, and reservoirs.
INS 214	General Insurance (Introduction)	2	0	2	An introductory course that will provide a foundation of basic concepts of insurance.
INS 215	General Insurance (Life Accident & Health)	2	0	2	An overview of life insurance with special emphasis placed on the concepts and application of life insurance and the relationship/application to accident and health insurance. This is a consumer-oriented teaching approach.
INS 216	General Insurance (Fire & Casualty)	2	0	2	A study of those insurance coverages that are designed to provide protection against the loss of or damage to property.

ISC 102	Industrial Safety	3	0	3	Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment, state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.
JOU 251	Introduction to Journalism and Mass Communication	5	0	5	An introduction to the various areas of journalism and mass communications. The course covers such areas as: books, newspapers, magazines, photography, motion pictures, recordings, radio, and television. Ethical considerations and other related topics will be introduced.
LEX 201	Constitutional Law	5	0	5	An examination of the U.S. Constitution and its importance to American jurisprudence. The course examines constitutional amendments and court decisions pertinent to contemporary law enforcement, courts, and corrections agencies in this country.
MAS 1204	Foundations	2	6	4	Develop skill in the use of tools — trowel, level jointer, line levels, brick hammers, etc. layout of foundation, pour footing and construct walls. Standard wall structures such as 8 inch and 12 inch brick and brick and block combinations will be constructed with emphasis upon corner construction and plumbing walls with good joints throughout all construction. Students will study building material terms, specifications, blueprint and drawings related to foundation construction. Pilasters and column support by design will be constructed.
MAS 1200	Wall and Block Construction	5	9	8	Development of skill in uniform line and jointing of brick and other masonry materials in wall construction. Solid wall, brick-wood veneer, brick-block veneer construction will be used with special emphasis upon design corners and openings such as doors, windows and special casements specified for such openings. Lintels and wall ties and bonds will be taught and practiced.

MAS 1207	Chimney Construction	4	6	6
	Fireplace and chimney building using standard brick, special fire brick, damper inset and flue lining. Student will learn how to design and build fire boxes and chimneys that draw properly. Special mantel and hearth specifications will be taught where exposures may create fire hazards. Multiple fireplaces and chimney flue requirements will be studied and formulas for each type and design will guide student in both exposed and enclosed chimney construction.			
MAS 1208	Brick Veneers	4	6	6
	Brick veneers construction with wood frame, block and other forms of masonry walls. Practice in laying brick to another wall area with proper spacing and wall ties, will require student skilled in brick-laying for proper jointing corner formations. All opening trims where special brick forms are required. Laying brick to casements, special corner design and special lintels require good understanding of specifications and layout design.			
MAT 091	Math Skills I	1	4	3
	An intensive review of the basic arithmetic operations covering whole numbers, common fractions, decimal fractions, percent and its applications, as well as reading graphs and charts. Problem solving as well as basic formulas and equations will be covered.			
MAT 092	Math Skills II	1	4	3
	A continuation of MAT 091 for students who need more time to reach the competency levels set for the course. Further study and practice are provided to expand and enhance the student's ability to perform basic arithmetic accurately and confidently. Prerequisite: MAT 091 or placement based on Advising Assessment.			
MAT 093	Math Skills III	1	4	3
	A continuation of MAT 092 for students who need more time to reach the competency levels set for the course. Prerequisites: MAT 092.			
MAT 101	Technical Mathematics I	5	0	5
	A study of topics including fundamental algebraic operations, applied geometry, volume and linear measure as well as fundamental mathematical concepts and operations, with simple application in the technologies. Prerequisite: Satisfactory score on Advising Assessment or completion of the Math Skills program.			

MAT 103	Technical Mathematics II	5	0	5
A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth. Prerequisite: MAT 101 or 1 year of high school algebra <u>and</u> 1 year high school geometry.				
MAT 111	Drug Dosages and Measurements	2	0	2
The course includes a review of basic mathematical skills and an introduction to the systems used in measuring drugs and solutions. Methods of conversion between the systems and drug dosage calculations are included.				
MAT 151	College Mathematics	5	0	5
The historical development of the numeral system, the properties and operations associated with decimal and non-decimal number systems; elements of logic and set theory are some of the topics included to provide a basis for investigation of the arithmetic and algebraic axioms of operations with the real number system in theory and application. Prerequisite: Satisfactory score on Advising Assessment or completion of the Math Skills program.				
MAT 155	Introductory Algebra	5	0	5
Designed for students who have had little or no algebra, this course may be taken to fulfill the prerequisites for MAT 160 and MAT 260. Algebraic properties and logic will be applied for understanding linear equations and inequalities, polynomials, radical equations, equational graphing in the coordinate system, and quadratics. Prerequisite: MAT 151 or instructor's permission.				
MAT 160	College Algebra	5	0	5
A study of fundamental operations, sets, functions, sequences, series, and quadratic equations in two variable, complex numbers and theory of equations. Prerequisites: 2 years High School Algebra, or MAT 155.				
MAT 260	College Trigonometry	5	0	5
A course built on the modern definition of function, range and domain of function, terminal point, function, trigonometric functions, trigonometric identities, inverse trigonometric function, trigonometric equations, logarithms, right triangles, law of sines, law of cosines, vectors and polar coordinates. Prerequisite: MAT 155 or 2 years high school algebra. MAT 160 is strongly suggested.				

MAT 270	Precalculus	5	0	5	This course will deal with relations, functions, exponential and logarithmic functions, circular functions, trigonometric functions, vectors in a plane, complex numbers and analytic geometry. Prerequisites: 2 years High School Algebra, 1 year High School Geometry, MAT 160 (MAT 260 is also desirable).
MAT 1101	Arithmetic & Measurements	5	0	5	This course bridges the gap between a weak mathematical foundation and the knowledge necessary for the study of courses in advanced mathematics that are part of many curricula. Fundamentals of arithmetic will be covered. Measurement and metric system will be discussed and applied to trades.
MAT 1105	Fundamental Mathematics	3	0	3	Emphasis is placed on practical shop mathematical problems dealing with formulas, square roots, and ratios. Concepts of linear and volume measure are included.
MEC 105	Statics of Materials	3	2	4	Concepts and basic principles of statics. Parallel concurrent, and non-concurrent force systems in coplanar and noncoplanar situations. Concepts of friction. Prerequisites: MAT 101, MAT 260, PHY 102
MEC 205	Strengths of Materials	3	2	4	This course includes a study of principles and analysis of stresses which occur within machine and structure elements subjected to various types of loads such as statics, impact, varying, and dynamic. An analysis of these stresses is made as applied to riveted and welded joints, beams, columns, and other components. Prerequisite: MEC 105
MEC 210	Physical Metallurgy	3	3	4	An introductory course in metallurgy covering a basic study of the properties of metals and alloys. Includes analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Also covers solid (crystalline) structures, methods of designating crystal planes, liquid and vapor phases, phase diagrams, and alloy systems.
MEC 240	Mechanical Problems Solving	3	6	5	A basic study related to special problems encountered in the mechanical area. Mechanical advantages, motors, controls, and types of movements are investigated. General mechanical operations and maintenance as well as production line problems are surveyed.

MED 110	Medical Orientation, Law and Ethics	3	0	3	A study of the legal relationships of physician and patient, creation and termination of a contract, professional liability, malpractice, tort liability, breach of contract, the Medical Practice Acts, types of medical practice and medical care health insurance plans. The meaning of AMA principles of Medical Ethics and how each applies to the physician and the staff, as well as Supreme Court decisions in which the medical profession is directly involved will be discussed. Prerequisite: Admission to Medical Assisting program.
MED 115	Examination Room Procedures I	2	4	4	Clinical aspects of medical assisting will be taught including general housekeeping functions, ordering supplies, medical asepsis, identification of instruments, sterilization procedures, vital signs, and electrocardiography. Prerequisite: Completion of first quarter in Medical Assisting program.
MED 116	Examination Room Procedures II	2	6	5	The clinical aspects of medical assisting including routine examinations, specialty examinations, and minor surgery. Also introduces student to pharmacology and the administration of medications. Prerequisite: MED 115, OSC 125, OSC 126
MED 117	Examination Room Procedures III	3	2	4	The clinical aspects of medical assisting including pharmacology, computation and administration of drugs, physiotherapy, orientation to x-ray, diet and nutrition. Prerequisite: Successful completion of MED 216
MED 201	Medical Assisting Administrative I	4	2	5	Introduction to the administrative duties of the medical assistant. Topics include patient reception, telephone procedures, appointments, records management, office communications and processing mail. Medical economics are also emphasized with the study of medical office bookkeeping, pegboard, fees and billing, credit laws and collection procedures, banking services and payroll preparation. Prerequisite: Completion of first quarter in Medical Assisting program.
MED 202	Medical Assisting Administrative II	3	2	4	A continuation of the administrative aspects of medical assisting, writing professional reports and seeking employment. Major emphasis is placed on processing medical insurance claims, including ICD-9-CM and CPT-4 coding. Medicare, Medicaid, worker's compensation, campus and commercial policies are covered. Basic accounting principles are also covered. Prerequisite: MED 201

MED 215	Lab Orientation I	2	4	4
	(Techniques and purposes of the most frequently used laboratory procedures: urinalysis, hematology, bacteriology, and immunology.) Principles of phlebotomy will be taught. A sequential course. (Prerequisite: Completion of first quarter of Medical Assisting program.)			
MED 216	Lab Orientation II	2	4	4
	(Continuation of MED 215. Prerequisite: MED 215)			
MED 230	Medical Office Practice	1	21	8
	This course is a practicum in Medical Assisting. Each student is assigned to a variety of physician's offices, clinics, or out-patient departments. Upon completion of this course, students should be able to perform the duties of the medical assistant as they apply to the assigned office; demonstrate professional and communication skills necessary for the effective care of the patient; and express an understanding of the practice of comprehensive health care in the community. Prerequisite: Successful completion of first three quarters in Medical Assisting program.			
MED 235	Symptomatology	3	0	3
	Upon completion of this course, students should be able to assess signs and symptoms of disease and take appropriate action when dealing with patients in a medical facility. Problem-solving techniques will be utilized. Prerequisite: Successful completion of first four quarters of Medical Assisting program and departmental approval.			
MED 238	Principles of Disease	3	0	3
	Upon completion of this course, students should be able to classify disease processes according to their etiology and organ system involvement, and discuss the physical signs and symptoms, complications, and preferred treatment of specific disease processes.			
MED 240	Drug Therapy	2	0	2
	Upon completion of this course, students should be able to identify major drugs and/or drug groups; recognize side effects and interactions of drugs; and relate various methods of administration. Prerequisite: Successful completion of first four quarters of Medical Assisting program and departmental approval.			
MKT 214	Advertising as a Business	1	2	2
	Involves a brief study of the history and evolution of advertising as we know it today. Advertising theory and philosophy will be covered. Projects will be assigned in advertising creativity, innovativeness, copywriting, and other basic vital elements of effective mass communication in all forms of the media.			

MKT 232	Sales Development	3	0	3	A study of retail, wholesale and specifically selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.
MKT 239	Marketing	3	0	3	A general survey of the field of marketing, with a detailed study of the functions, policies and institutions involved in the marketing process.
MKT 241	Sales Promotion Management	3	0	3	A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.
MKT 243	Advertising	3	0	3	The scope and activities of sales promotion with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business; budgeting, planning, and implementing the plan.
MKT 245	Retailing	3	0	3	The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, products, and markets.
MKT 1104	Cosmetic Sales and Marketing	3	0	3	Covers the principles of salesmanship and their application to creative and effective techniques for selling fashion products, by means of role playing various selling situations.
MUS 151	Chorus	0	3	1	This course is designed to provide a beginning understanding of vocal techniques and their appropriate application in choral music. Specific exercises and information will enhance tonal quality and color, breathing, dynamic range and projection of the voice.
MUS 251	Introduction to the Appreciation of Music	5	0	5	The development of knowledge and understanding of good music. Emphasis given to the history of music, outside reading, forms of music found in different periods, listening, and the relationship of music to general cultural development.

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| NUR 1103 | Fundamentals of Practical Nursing | 5 6 0 |
| | <p>This course is planned to provide the opportunity for students to gain knowledge of the principles which are basic to effective and safe nursing care. Emphasis is placed on the development of the essential skills for the performance of those nursing measures that normally are the responsibility of the Licensed Practical Nurse. The student will also gain introductory knowledge necessary to the understanding of the Pediatric Patient. This course places emphasis on the student understanding the vocation, his or her role in the vocation, and the individual needs of the patient.</p> | |
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| NUR 1104 | Basic Principles of Drug Administration | 3 2 4 |
| | <p>The basic concepts of drug therapy and an appreciation of the responsibilities and the necessary limitations of the Licensed Practical Nurse in the administration of medication are emphasized. Prerequisite: BIO 101, NUR 1103, MAT 111.</p> | |
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| NUR 1105 | Medical-Surgical Nursing I | 3 0 3 |
| | <p>This course is designed to provide the student the opportunity to gain an understanding of the nursing needs of patients who have various medical-surgical conditions and to develop further understanding of the common drugs and therapeutic measures of concern to the practical nurse. Lecture and class laboratory provide the background for selected clinical experiences. Prerequisites: NUR 1103.</p> | |
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| NUR 1106 | <i>has new name</i>
Maternity and Pediatric Nursing | 3 0 3 |
| | <p>This course is designed to provide opportunities for students to acquire the knowledge, understanding and skill needed for rendering safe and effective nursing care to the pediatric patient. The student also receives an introduction to the care of the maternity patient. Classroom instruction provides the background analysis of nursing needs and formulation of a nursing care plan to meet the individual patient needs. Prerequisites: BIO 101, NUR 1103, MAT 111.</p> | |
| | | |
| NUR 1107 | <i>has New name</i>
Maternal and Geriatric Nursing | 4 0 4 |
| | <p>This course is designed to provide opportunities for students to acquire knowledge, understanding and skills needed for rendering safe, effective nursing care of the maternity patient and the elderly. Classroom instruction provides the background essential for planned clinical experiences centered around analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs. Prerequisites: NUR 1106.</p> | |

NUR 1108	Medical-Surgical Nursing II	8	0	8	A continuation of NUR 1105 with emphasis on more complex health problems, requiring a thoroughness of nursing care management. Client teaching and rehabilitation are stressed as vital aspects of the nursing process. Prerequisites: NUR 1105.
NUR 1110	Vocational Relationships	2	0	2	This course is designed to orient the student to her role as a Licensed Practical Nurse. It includes the study of opportunities in practical nursing and the obligations and responsibilities of the Licensed Practical Nurse as a person, a worker and a citizen. Relationships with other members of the health team to more fully achieve the goals of nursing are emphasized throughout the course. Prerequisite: NUR 1108.
NUR 1111	Medical-Surgical Nursing III	5	0	5	This course is designed to prepare the student for participation in the care of seriously ill patients and for development in the care of selected patients. The student will receive instruction in preparation for NCLEX with review of theory material. Emphasis is placed on the assisting role of the Licensed Practical Nurse. Classroom instruction provides the background for planned clinical experiences. Prerequisite: NUR 1108
NUR 1112	Clinical Nursing I: Child/Adult	0	12	4	A general orientation to the hospital environment personnel, and to correct lines of authority. Emphasis is placed on professional conduct and grooming. Skills are developed in giving basic nursing care for medical and pediatric patients. Written case studies and ward conferences are required. Prerequisite: BIO 101, MAT 111, NUR 1103.
NUR 1113	Clinical Nursing II: Surgical/Obstetrical	0	15	5	A continuation of NUR 1112 with additional development of skills to meet the needs of patients. Observing and recording of symptoms and signs of diseases with maternity patients. Care of surgical patients is also emphasized. Field trips are planned that will increase the variety of patients observed. Prerequisites: NUR 1112.
NUR 1114	Clinical Nursing III: Medical-Surgical/ Geriatrics	0	18	6	A continuation of NUR 1112, 1113, with emphasis placed on acquiring the practical skills to safely administer drugs. Clinical experience in emergency, coronary, and intensive care nursing is stressed as well as geriatric nursing. Total patient care will be stressed. The effectiveness of learned skills will be individually evaluated. Prerequisites: NUR 1113.

NUR 3023	Nursing Assistant I	2	8	5
This course prepares students to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is on the process of aging including mental, social and physical needs of the elderly; patient's rights; nutrition management; elimination procedures and activities; human body structure and function and related common diseases/disorders; communication and documentation; death and dying and roles of the nursing assistant and health team members. A skills/competency evaluation is required for determining student competency.				
NUR 3024	Nursing Assistant II	3	13	8
This course prepares the students to perform more complex skills for patients or residents regardless of the setting. Emphasis is on infection control including principles of sterile technique and dressing changes for wounds over 48 hours; elimination procedures including catheterization, irrigations, and care of established ostomies; intravenous site care, observation and removal; oropharyngeal suctioning; established tracheostomy; care; observation and maintenance of oxygen therapy; breaking/removing fecal impaction; enteral nutrition for existing infusions and roles of Nursing Assistant II with members of health care team. A skill/competency evaluation is required for documenting student competency. Prerequisite: Successful completion of Nursing Assistant I (NUR 3023) including the skill/competency evaluation or completion of an approved Competency Evaluation Program including testing and skill/competency evaluation such as Nursing Assistant Refresher course with a Competency Evaluation Program. Meet college admission requirements for Nursing Assistant II and permission of nursing instructor.				
NUR 3024A	Nursing Assistant II	2	4	4
This course and NUR 3024B prepares the students to perform more complex skills for patients or residents regardless of the setting. Both courses must be completed. Emphasis is on infection control including principles of sterile technique and dressing changes for wounds over 48 hours; elimination procedures including catheterization, irrigations, and care of established ostomies; intravenous site care, observation and removal; oropharyngeal suctioning; established tracheostomy; care, observation and maintenance of oxygen therapy; breaking/removing fecal impaction; enteral nutrition for existing infusions and roles of Nursing Assistant II with members of health care team. A skill/competency evaluation is required for documenting student competency. Prerequisite: Successful completion of Nursing Assistant I (NUR 3023) including the skill/competency evaluation or completion of an approved Competency Evaluation Program including testing and skill/competency evaluation such as Nursing Assistant Refresher course with a Competency Evaluation Program. Meet college admission requirements for Nursing Assistant II and permission of nursing instructor.				

NUR 3024B	Nursing Assistant II	1	9	4
	A continuation of NUR 3024A. This course must be completed to fulfill all training requirements for Nursing Assistant II. Prerequisite: NUR 3025A			
NUR 3025	Home Care	4	2	5
	In this course, the student will learn about the home care delivery system. They will be able to describe the Homemaker/Home Health Aide and the use and preparation of basic equipment in the home and the procedure to follow during client care plan. Students will demonstrate basic home care skills and the efficient use of time in order to support the care detailed in the client care plan. Course includes the physical, psychological, and social changes during the aging process as well as meal planning and preparation; safety; emergency care procedures; an introduction to family dynamics and community resources for children, adults, and the elderly. Prerequisite: NUR 3023, NUR 3024.			
OSC 101	Keyboarding	3	2	4
	Introduction to the touch system of keyboarding with emphasis on development of speed and accuracy and simple business correspondence.			
OSC 103	Keyboarding II	3	2	4
	Development of typewriting speed and accuracy with further mastery of correct typewriting techniques as applied to correspondence, tabulations, forms, and manuscripts. Prerequisite: OSC 102 or equivalent.			
OSC 104	Keyboarding III	3	2	4
	Emphasis on production typing problems and speed building, and the development of the student's ability to function as an expert typist producing mailable copies. Prerequisite: OSC 103.			
OSC 106	Shorthand I	3	2	4
	A beginning course in the theory and practice of reading and writing shorthand with emphasis on phonetics, penmanship, word families, brief forms, and phrases.			
OSC 107	Shorthand II	3	2	4
	Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: OSC 106 or instructor's permission.			
OSC 112	Records Management	3	0	3
	This course provides both manual and computerized instruction and practice in alphabetic, geographic, numeric, and subject filing.			

OSC 120	Legal Terminology This course is designed to develop an understanding of the legal terminology and vocabulary as used in the legal profession.	5	0	5
OSC 125	Medical Terminology I Introduction to the structure of medical words and terms. Emphasis is placed on prefixes, suffixes, root words, and combining forms. Study includes anatomy and physiology of the body as a whole with terms related to the blood and to the circulatory, lymphatic, respiratory, or digestive systems.	5	0	5
OSC 126	Medical Terminology II A continuation in the study of medical terms with emphasis on words as they pertain to the urinary, reproductive, muscular, skeletal, nervous, integumentary, and endocrine systems, and oncology. Descriptive terms will be studied in relation to diseases, operations, and drugs. Prerequisite: OSC 125.	5	0	5
OSC 209	Machine Transcription I Introductory course in the correct techniques of operating dictation/transcription equipment, plus fundamentals of transcription such as spelling, punctuation, grammar, letter placement, and the use of reference materials. Prerequisites: OSC 103	2	2	3
OSC 210	Machine Transcription II Continuation of OCS 209 through intermediate skill level with emphasis on setting up business correspondence and furthering transcription competencies. Prerequisite: OSC 209.	2	2	3
OSC 211	Machine Transcription III The student will continue to develop speed, accuracy, and vocabulary to meet the machine transcription requirements appropriate to the area of program specialization. Prerequisite: OSC 210.	2	2	3
OSC 212	Medical Transcription The student will develop speed, accuracy, and vocabulary to meet the machine transcription requirements appropriate to the medical field. Prerequisites: OSC 101, OSC 125, and OSC 126.	2	2	3
OSC 213	Legal Transcription The student will develop speed, accuracy, and vocabulary to meet the machine transcription requirements appropriate to the legal field. Prerequisites: OSC 101, OSC 120.	2	2	3
OSC 215	Office Procedures A course designed to acquaint the student with the responsibilities encountered by secretarial personnel in today's offices.	3	2	4

OSC 216	Professional Development	3	2	4	This course is designed to provide an awareness of the "people" skills essential for job success. Topics will include developing a positive self-image, a professional self-image, ethics, time management, human relations and communication skills, time organizational dynamics, and professional development.
OSC 240	Word Processing Applications I	2	2	3	This course is designed for students who wish to learn the basics of a popular DOS-based word processing software package. Prerequisite: OSC 101.
OSC 241	Word Processing Applications II	2	2	3	This course is designed for students who wish to learn the basics of a popular Windows-based word processing software package. Prerequisite: OSC 101.
PED 151	General Physical Education	2	0	2	Designed to meet the needs and interests of college students through physical fitness training and the development of fundamental skills in indoor and outdoor team and dual sports.
PED 251	Individual Sports	2	0	2	A course designed to build skills and develop basic competencies and appreciations in various sports, so that the individual will participate in these activities both during his college years and in his post-college life.
PHI 101	Applied Ethics	3	0	3	This course is a practical approach to understanding, recognizing and resolving ethical problems confronting an individual in today's society. Students will review the historical development of ethics, examine a variety of ethical dilemmas, and will practice resolving such dilemmas through the use of statutory and professional codes as well as through ethical reasoning.
PHI 151	Introduction to Ethics	5	0	5	This is a study of some of the major dimensions of human experience as reflected in philosophy, religion, ethics and literature. The student will become acquainted with the availability of choice that can assist the individual in understanding one's own values in life. Topics of emphasis will include the search for identity, the need for love, making moral choices and the meaning of life.

PHO 116	Basic Photography	1	4	3
	An introduction to the use of a 35mm camera and basic darkroom procedure. The principles of depth-of-field, shutter speed, exposure and focus are applied to actual photographic problems. Students will develop and print their own negatives.			
PHO 212	Commercial Product Photography	1	4	3
	Techniques of preparing photographs of small products for advertising purposes. Emphasis will be on composition and originality. Prerequisite: PHO 116 or instructor's permission.			
PHY 100	Physics: Properties of Matter	3	2	4
	A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gas laws and applications. Laboratory applications and specialized problems dealing with these topics are part of this course.			
PHY 102	Physics: Work, Energy, Power	2	2	3
	The major areas covered in this course are work, energy, and power. Instruction includes topics such as statics, forces, center of gravity, and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas. Prerequisite: Satisfactory score on the Math Advising Assessment or successful completion of the developmental math program.			
PHY 103	Physics: Electricity	3	2	4
	Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horse-power, wattage, and transformers are major parts of the course. Prerequisite: Satisfactory score on the Math Advising Assessment or successful completion of the developmental math program.			
PHY 170	Basic Physical Science	5	2	6
	The purpose of this course is to give the student an awareness and general understanding of the physical environment and the laws that govern; to give greater meaning to many common phenomena by carefully defining the physical concepts that describe them; and help the student to realize the place of new developments within the physical description of the world, the universe and impacts on the framework of established principles.			

PHY 1101	Physics: Applied Science I	3	2	4
	An introduction to the scientific method of physical principles and their application in industry. Topics in this course include measurement in science; heat; energy; and properties of solids, liquids and gases.			
PHY 1102	Physics: Applied Science II	1	2	2
	A continuation of PHY 1101. Prerequisite: PHY 1101.			
POL 100	Government and Public Policy	3	0	3
	A study of government with emphasis on policy making institutions and relations between local, state and national levels of government. Particular attention is given to the impact of government policy on social services.			
POL 152	American National Government	5	0	5
	An introductory study of: (1) the basic concepts of political science, (2) a brief history and the basic principles of the constitution, (3) the structure, functions of, and the relations between the legislative, executive and judicial branches of the national government, and (4) the relations between the national and state governments.			
PRN 201	Printing Processes	2	4	4
	An introduction to the mechanics of printed reproduction in its various forms. Physics requirements of art work for reproduction are covered. Provides a survey of existing printed material and production requirements with a strong emphasis on screen printing.			
PSY 103	Principles of Psychology and Interpersonal Relationships	3	0	3
	This course is designed to introduce the student to specific areas within the field of psychology which are applicable to occupational settings. Topics to be discussed include: Communication in organizations, stress management, abnormal behavior and mental health, and cognition, motivation, and perception.			
PSY 112	Interpersonal Relationships	3	0	3
	A basic course dealing with interpersonal and communication skills used in helping relationships and professions. The students will be given an opportunity to understand self, learn growth techniques, and increase the level of competence in interactions with others. Emphasis will be placed upon effective communications in helping roles. The student will acquire basic abilities to be utilized in working relationships as well as in helping relationships.			

PSY 115	Techniques in Behavior Modification	3	0	3
	Behavior Modification is an applied psychology course. The student will learn behavioral principles and how to apply them to alter their own behavior as well as the behavior of others.			
PSY 151	Introductory Psychology	5	0	5
	Introductory Psychology is a survey course covering the major topics in the scientific study of human behavior and mental processes. Students will explore what is known about people, how this knowledge was acquired through theory and research, and what it means for daily living. This course is designed to improve the student's understanding of people and to serve as the foundation for future study in psychology.			
PSY 206	Applied Psychology	3	0	3
	A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of psychology to his adjustment problems as a worker and a member of the general community.			
PSY 207	Personal Stress Management	3	0	3
	Stress will be defined and analyzed in relation to effects upon behavior, how stress can lead to distress and the destructive physiological effects of stress adaptation diseases. Attention will be directed toward individual differences of how and why stressors affect people different ways. Special forms or techniques to relieve stress such as meditation, desensitization, and running will be discussed and analyzed to assist an individual in developing personal coping strategy.			
PSY 251	Developmental Psychology	5	0	5
	This course is designed to explore human physical, intellectual, and social growth during the various stages of the life cycle, from the prenatal period through adulthood and death.			
PSY 255	Abnormal Psychology	5	0	5
	Exploration of the range of human behavior classified by society as abnormal. Emphasis is placed on the criteria of abnormality, individual and social causes of behavior, possibilities for treatment, and personal adjustment.			

PSY 260	Behavior Modification	5	0	5	Basic behavioral principles and procedures will be taught. Both operant and classical conditioning will be studied as methods of shaping behavior. Techniques for increasing and decreasing behavior will be learned. The area of clinical behavior therapy will be discussed as well as doing research in behavior modification.
PSY 1101	Human Relations	3	0	3	A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
RED 091	Reading Skills I	1	4	3	A basic developmental reading course which provides instruction and drill in the fundamental skills necessary for effective reading. Enhancing comprehension, increasing reading efficiency, and enhancing vocabulary are the specific goals of this course. A reading laboratory is equipped with materials to aid students in achieving the course objectives.
RED 092	Reading Skills II	1	4	3	This course is a continuation of RED 091. It is designed for the student who, after completion of RED 091, needs further work on reading skills prior to enrolling in RED 101. Prerequisite: RED 091.
RED 101	College Reading	1	2	2	This course continues to enhance the student's reading and comprehension skills in an effort to promote the carry-over of effective college reading to all other courses of study. Prerequisite: RED 091 and, if needed, RED 092, or satisfactory score on the Reading Advising Assessment.
RED 1101	Reading Improvement	2	0	2	This course is designed to improve the student's ability to rapidly obtain information from technical manuals, texts, and business communications. This course uses content area reading techniques to enhance a student's ability to get information necessary for the job.
REL 260	Survey of the Old Testament	5	0	5	A survey of the Hebrew scripture (in the Old Testament) in historical, sociological, and literary context.
REL 262	New Testament	5	0	5	Study of the text and canon of the New Testament, the Epistles of Paul, the Synoptic Gospels, and the life and message of Jesus.

SOC 111	Helping Relationships I	4	0	4	Part one of an exposure to the helping professions, experiences are designed to facilitate each person's development as a helper and a human being, the two being closely related.
SOC 112	Helping Relationships II	3	0	3	A continuation of small group experiences and learning begun in Helping Relationships I. These experiences are designed to enhance knowledge of how to provide assistance in the human service work setting. Specific emphasis is on individual and group dynamics. Prerequisite: SOC 111.
SOC 200	Direct Services Practicum I	2	3	3	This course will orient the student to professional and operational aspects of social and health agencies. Under the supervision of the major instructor, the students will be placed in selected agency setting for the purpose of observation and familiarization.
SOC 201	Direct Services Practicum II	2	3	3	Practicum II will build upon the observational and familiarization skills introduced in Practicum I. Students will continue to become familiar with the services provided in selected agencies. Opportunities for utilization of learned skills will be developed within agency where appropriate. Prerequisite: SOC 200.
SOC 202	Direct Services Practicum III	2	3	3	Practicum III will continue to build upon the observational and familiarization skills from Practicum II. Students will continue to observe the services provided in selected agencies. (Additional opportunities for utilization of learned skills will be developed within the agency where appropriate. Prerequisite: SOC 201.)
SOC 204	Economic Services Casework	5	0	5	An exploration of the variety of programs offered at the federal, state, and local level. (Students will be introduced to ^{the} those agencies that provide income maintenance casework services. Students will learn how to qualify applicants for a variety of economic assistance programs offered by human services agencies,) including Food Stamps, AFDC, Medicaid, WIC, Worker's Compensation, Public Housing, and Social Security. Eligibility determination involves making an objective, factual assessment of a client's economic situation in order to solve their economic problems.
SOC 214	Social Problems	3	0	3	This course identifies local, state, national and global problems, issues, and concerns. Topics include drugs, environmental problems, political and social issues.

SOC 215	Family Services	5	0	5
	An in-depth exploration of family dynamics for the social services paraprofessional. (Students will learn how to apply helping techniques to families in crisis and/or families with long-term issues to resolve. Prerequisite: SOC 111 and SOC 112, or instructor' permission.)			
SOC 216	Introduction to Social Services	3	0	3
	This course is designed to introduce the student to those institutions, public and private, which perform designated service delivery functions. Agencies may include those whose primary function is financial assistance, corrections, mental health, and protective services. Examination is made of intervention methods and appropriate documentation in solving social problems.			
SOC 220	Interviewing Skills	3	0	3
	An introduction to the interview as a basic tool in social service practice. Consideration is given to understanding the interview process, oneself as an interviewer, basic attitudes, methods and skills in interviewing.			
SOC 240	Gerontological Services	3	0	3
	This course focuses on the particular needs and behaviors associated with the aged and leads into issues associated with death and dying.			
SOC 251	Introduction to Sociology	5	0	5
	A study of the characteristics of human society; interrelationships of personality, society and culture; analysis of factors associated with development of man's group life and social environment; the influence of social structure upon individual behavior.			
SOC 255	Racial and Ethnic Relations in the U.S.	5	0	5
	Current discussion recognizes that racial and ethnic divisions and discrimination create serious problems for this society. This course will concentrate on racial and ethnic groups important in the U.S. and will explore the diversity, depth, and significance of racial and ethnic relations in this country.			
SPA 151	Beginning Spanish	5	0	5
	An introduction to the language through drill in pronunciation, vocabulary, syntax and conversation.			
SPA 152	Intermediate Spanish	5	0	5
	Continued study of the language with emphasis on conversation, literature and customs of Spanish speaking countries. Prerequisites: SPA 151.			

SPH 251	Speech Fundamentals	5	0	5
	An introduction to the nature and fundamentals of speech; a study of its principles; practice in the development of good speaking habits.			
SPT 101-119	Selected Topics: (Name)	1		4
	Subject matter may vary from term to term depending on student interest and need. A study may enroll more than once in a selected topics course provided that the content does not duplicate that of the previous course. Limit of four hours credit.			
WLD 120	Welding, Oxyacetylene	1	3	2
	Introduces the principles of oxyacetylene welding, cutting and equipment used in each process. Welding procedures used in forming beads, joint fusion and positions of welding base, flat, vertical, horizontal and overhead positions. Safety procedures are stressed in the use of all tools and equipment. Mechanical tests will be made of all samples to insure quality.			
WLD 121	Arc Welding	1	6	3
	Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.			
WLD 221	Commercial and Industrial Practice	2	3	3
	A course designed to build skills through practices in simulated and actual industrial processes and techniques. Includes sketching and layout on paper, the size and shape description, listing the procedure steps necessary to build the product, estimating time and material, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding, and nondestructive tests and inspection.			
WLD 1100	Basic Welding	1	3	2
	Introduction to oxyacetylene and arc welding, the principles of welding and cutting and different types of welding, brazing and soldering processes.			
WLD 1101	Basic Gas Welding	0	3	1
	Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.			

WLD 1102	Basic Arc Welding	0	3	1
	Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.			
WLD 1103	Refrigeration Welding	1	3	2
	Special welding and brazing processes applicable to refrigeration repair work. Practice will begin in silver soldering, aluminum brazing, and other specialized soldering-brazing techniques. Emphasis is to be placed on joining dissimilar metal tubing, to include copper to steel, brass to aluminum and copper to aluminum. Inert gas welding of aluminum will also be incorporated during the course of study.			
WLD 1220	Oxyacetylene Welding and Cutting	3	9	6
	Introduces the principles of oxyacetylene welding, cutting and the equipment used in each process. Welding procedures used in forming beads, joint fusion and positions of welding base, flat, vertical, horizontal and overhead positions. Safety procedures are stressed in the use of all tools and equipment. Mechanical tests will be made of all samples to insure quality.			
WLD 1221	Oxyacetylene Welding and Pipe	2	6	4
	Provides instruction and intensive practices in position flame welding of butt joints using heavy gauge metals. Pipe joints will be welded by rolling in the flat position turned in the vertical and the fixed position. Testing will insure proper strength and bead fusion.			
WLD 1223	Shielded Metal Arc Welding I	2	6	4
	Introduces operation of AC rectifier-transformer and DC electric arc welding machines. Studies and practices of welding currents, polarities, electrode identification and characteristics of mild steels. Joint designs and the welding blueprint symbols used to designate the welding procedure will be learned. Mechanical testing will help student produce good weldments. Safety methods to protect welder will be emphasized.			
WLD 1224	Shielded Metal Arc Welding II	3	9	6
	Provides study and extensive practices using various types of arc welding machines. Weldments with different types of electrodes and joint design. Low hydrogen and special alloy electrodes will be used and welds tested to aid welder to choose proper electrode for a particular joint or metal. Blueprint for welding will be given.			

WLD 1226	Shielded Metal Arc and Pipe I	2	6	4
Extensive practice in welding butt joints in the horizontal, vertical and overhead positions. Special attention will be given to weld penetration, fusion and finish contour. Student will perform guided bend and tensile strength tests to insure quality welds. Butt pipe welds with roll procedure and fixed horizontal positions in fixed position will be made.				
WLD 1227	Shielded Metal Arc and Pipe II	3	9	6
Introduction to electric arc welding medium carbon steel. Special electrodes and welding procedures that make difficult welding practical will be practiced. Student will weld low, medium carbon steels, cast and wrought steels. Extensive practice in welding pipe to specifications and in fixed position. Student will prepare joint, set up pipe, select welding ring and weld to specifications. Sampling and testing will be practiced to insure proper weld properties.				
WLD 1228	Testing and Inspection	1	3	2
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, free-bend, guided-bend, notched-bend, tee-bend, dye penetrant and tensile testing.				
WLD 1230	Advanced Welding Processes I	2	6	4
Introduction to special processes using inert shielding gases. Tungsten inert gas (TIG) and metal arc gas (MIG). Special machines and procedures related to inert gas shielding will include current factors, gas to metal requirements, gas combinations and mixture percentages. Student will study properties and characteristics of fixtures used in welding.				
WLD 1231	Advanced Welding Processes II	3	9	6
Study and extensive practice in welding cast iron, aluminum, stainless steels, high carbon steels and copper. Preheating, backing, shielding and fixtures needed to hold weldment will be introduced. Repair welding using one or more processes will be emphasized. Special attention will be given to certification practices and other requirements called for in the welding industry.				



COMMUNITY
SERVICES



COMMUNITY SERVICES DIVISION

Community Services Division is committed to the basic philosophy that learning is a lifetime process. The years spent in formal education become a foundation for us, but do not complete our learning experiences. With the world of knowledge constantly growing and yesterday's education so quickly obsolete, continuing education is a must to all of those who hope to stay in the mainstream of today's society.

Any adult, eighteen years of age or older and not enrolled in public school, may be admitted to an adult education class. In extenuating circumstances, and upon the approval of the appropriate public school personnel, a person sixteen to eighteen years of age may enroll in certain courses.

A course schedule is published and made available to the public prior to the beginning of each quarter. Courses which begin during a quarter are announced through local news media. Information about these courses may be obtained by calling Community Services Division in Wadesboro (704-694-6505) and UTEC in Monroe (704-289-8588).

THE DEPARTMENT OF CONTINUING EDUCATION

Anson Community College through the Department of Continuing Education offers to any adult, regardless of his/her educational background, an opportunity to continue the life-long learning process through a wide variety of programs designed to meet the needs and interests of the citizens of this area. Some courses are offered on a continuing basis. Others may begin as a result of requests from groups or individuals.

The Center for Business & Industry

Anson Community College's Center for Business and Industry in Wadesboro and Monroe offers a wide variety of programs and services for the business and industrial communities.

Programs operated through the Center for Business and Industry include:

— The Small Business Center

The Small Business Center offers support to those who want to start a small business or to those who need assistance with an existing business.

The center's staff constantly monitors the needs of area small businesses and offers frequent classes and seminars to meet those needs.

In addition to education and training, the Small Business Center offers direct one-on-one assistance to small business owners or prospective owners.

The center also maintains a resource library that includes periodicals, manuals, video and audio tapes, and computer equipment and software for the business community. The library is open daily Monday through Friday.

— Corporate and Occupational Programs

Through Corporate and Occupational Programs, Anson Community College teaches courses designed to meet the needs of business, industry, government, and associations. Programs are developed to fit specific needs in a wide range of subjects at convenient sites.

— Industrial Training

A major emphasis of the college is to assist industry in meeting its training needs. With In-Plant Training, the new employee can be provided fundamental skills on the job and existing employees may be retrained. Because of the diversity of training needs, courses range from basic fundamental skills to highly sophisticated technical skills, supervisory and management training, office management, and computer operations.

— New and Expanding Industry Training

The creation of more and better paying jobs in North Carolina by promoting the expansion of existing industries and by attracting new industries to the state was a major consideration in the original establishment of industrial education centers.

The Department of Community Colleges, working with the local institution, will develop and fund legitimate training programs, tailor-made for each industry, to meet the immediate trained manpower needs when the plant, either new or expanding, is ready to go into production.

As a part of the program, the college will assist plant management in developing a long-range training program of its own to meet those replacement and retraining needs that industry should be prepared to meet.

— Focused Industrial Training

One of Anson Community College's newest programs, Focused Industrial Training is designed to help an industry remain competitive by maintaining a trained workforce that is capable of adapting to technological changes.

Focused Industrial Training programs provide for: Needs assessment for the training of skilled and semi-skilled workers; consultation and planning assistance to industries related to training needs; customized training for individual industries or occupational groups; and classes with low enrollments that are convenient for those to be trained.

Focused Industrial Training programs are primarily directed toward workers in critical occupations who need to upgrade their skills and technical knowledge. Training is focused on the reality of each job and can be conducted for as few as one or two individuals.

Certification and In-Service Training

Anson Community College assists individuals and agencies with needed courses for:

- Teacher recertification renewal
- Day care licensing
- Vehicle safety inspection licensing
- Commercial drivers licensing
- Insurance licensing
- Real estate licensing
- Banking (AIB credit)
- Notary Public
- Electrical codes

Protective Services

Training is continuously offered to adults providing protective service for their community, such as Emergency Medical personnel, Law Enforcement personnel, and Firefighters. These courses provide the opportunity to gain technical information and skill through a variety of learning and clinical experiences which can lead to state certification.

Community Services/Personal Interest

Anson Community College is dedicated to public service. The college is always concerned with identifying community potential and needs, drawing together resources at the college and other agencies to create new educational opportunities.

Programs are divided into four groups:

Academic courses serve educational needs in the humanities, mathematics, science and social science. Examples: Human Development, Genealogy, Consumer Math, Alcohol and Drug Abuse.

Avocational courses focus on an individual's personal or leisure needs. Examples: Basketweaving, Calligraphy, Needlecraft, Flower Arranging.

Practical Skills courses provide practical training for persons pursuing additional skills which are not considered their primary vocation but may supplement income or may reasonably lead to employment. Examples: Clothing Construction, Small Engine Repair, Quilting, Home Maintenance.

Civic and Cultural Events are activities designed to meet community needs through lecture and concert series, art shows, seminars, conferences, and exhibitions. Events are planned that contribute to the community's overall cultural, civic, and intellectual growth.

Policies

Attendance

Regular attendance and participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance.

Fees

Fees vary with the type of course offered. Fees are announced in the course schedule and are paid at the first class session. Books and supplies are not included in the registration fee. Many classes are offered free to NC residents 65 or older.

Certificates

Certificates are awarded those students in certain programs of study who have met the attendance requirements of the course and have demonstrated satisfactory progress in the best judgement of the instructor. Certificates are issued by Anson Community College or by other agencies and the State of North Carolina, when appropriate.

Continuing Education Unit (CEU)

The Continuing Education Unit (CEU) is an item of measurement that acknowledges an individual's participation in class activities. The Southern Association of Colleges and Schools encourages the awarding of CEUs for courses meeting its criteria and guidelines. A CEU is defined as "10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction." For example, a course that meets for 20 hours and complies with the CEU guidelines would offer two CEUs.

Why is the CEU Offered?

In order to provide a uniform measure of achievement by the individual who may engage in a diversity of non-credit courses at several different institutions during a lifetime, the CEU was instituted. This measurement provides a comparable basis to examine all organized continuing education classes regardless of where or when taken.

The CEU may be awarded by any accredited college or university. Other agencies, associations and organizations may also award the CEU if the minimum criteria are met and are consistent with the nationally accepted definition of the CEU.

CEU's are recognized by the Southern Association of Colleges and Schools when awarded in compliance with its established guidelines.

Process for Awarding CEU's

The Southern Association of Colleges and Schools states, "For non-credit continuing education programs, the institution should follow national guidelines for the recording of Continuing Education Units."

It is the intent of Anson Community College to comply with the criteria and guidelines as published in the Commission on Colleges' CEU Guidelines and Criteria for those courses designed to award CEUs.

System for Awarding the CEU

The CEU Awarding Course Criteria

In response to class requests received for occupational-oriented programs, a course plan will be devised containing a minimum of the following information:

- A. Dates, times and hours met
- B. Course description
- C. Course objectives
- D. Topical outline
- E. Methods of evaluation (tests, attendance, etc.)
- F. Instructional supplies and equipment needs
- G. Student supply needs
- H. CEU value

The Instructor Criteria

Competence in the subject matter as illustrated by:

- A. Academic training, supported by official transcripts, and/or:
- B. Experiential base;
- C. Demonstration to the satisfaction of the program director the competence of the instructor to teach the subject matter; and
- D. Demonstration to the satisfaction of the program director the ability to communicate clearly.

Computing the CEU Value of a Course

All CEU awarding courses will have their value determined by taking the total course hours and dividing by 10. For example, a 44 contact hour course, granting 10-minute breaks each 60 minutes, would be computed as follows:

$$44/10 = 4.4 \text{ CEUs}$$

Records for CEUs

At the completion of the CEU awarding activity, the instructor or program director will indicate on the final roll sheet the CEU status for each participant. Those students who have met the pre-stated criteria of the class will be indicated on the roll sheet as "S" for satisfactory completion. This information will be recorded on the institution's computerized records for permanent retrieval upon written request by the student.

Records Transcript

Anson Community College maintains CEU records in computerized form. Prior to computer recording of records, hard copies were kept for all courses completed by all students taking Continuing Education classes.

Student may receive a copy of their transcript by written request or by personally visiting the Continuing Education office. There is no charge for this service. Official Anson Community College transcripts will be awarded, and contain the following information:

-
- A. Name and address of the college
 - B. Name and Social Security number of the individual requesting the transcript
 - C. Titles of all courses taken
 - D. Starting and completing date of each course taken
 - E. Number of CEUs awarded, if applicable
 - F. Successful or unsuccessful assessment, if applicable

THE DEPARTMENT OF LITERACY EDUCATION

The purpose of Anson Community College's Literacy Education Program is to help students meet their essential educational needs. This increases the opportunity for a more productive life and is the first step in ensuring a continuing lifelong education which is considered necessary in today's complex world.

Adult Basic Education

The Skills Enhancement Program helps students build basic skills in reading, oral and written communications, the fundamentals of math, science, and social studies. Individualized instruction and quality instructors allow the students to progress at a rate that is in keeping with their abilities and needs.

General Education Development Equivalency Certificate (GED)

This program provides a method of high school completion. Through classroom experiences and individualized study, students are prepared to take the General Educational Development test (GED). Those receiving a passing score on all five sections of the test will receive an equivalency certificate. This certificate is generally accepted on a basis equal to a high school diploma as a qualifying factor for purposes of college admission and employment. The certificate is awarded by the North Carolina State Board of Community Colleges. The test is given in the Learning Resources Center on the Polkton campus.

Compensatory Education for Special Populations

These classes are open only to adults with mental retardation. Instruction is provided in consumer education, community living skills, health, language, math, social science, and vocational education.

Adult High School

This program allows students to complete credit hours toward a high school diploma. Once students have completed the required number of credit hours, they receive a high school diploma issued by Anson Community College in cooperation with Anson County Public Schools. Upon completion of the program, students may participate in the community college's graduation exercise.

Policies

Entrance Requirements

Any adult who has not completed high school is eligible to attend. Students move at their own pace through the pattern. For enrollment information, call the Community Services Division in Wadesboro (704-694-6505) or UTEC in Monroe (704-289-8588).

Class Locations

Classes are provided at college sites and throughout the community. Morning, afternoon, and evening classes are offered so adults who work may attend at their convenience. Computer-assisted classes are available.

Fee

Instruction is provided free of charge to all eligible participants. Books and study materials are furnished at no cost to the student.

THE DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT (HRD)

The Human Resources Development Program is designed especially to assist the unemployed person in getting and keeping a job. This program is often called Job Seekers.

Class time is devoted to learning the basic skills to obtain and hold a job. Students study employer/employee relations, communication skills, pre-employment and job search skills as well as application and interview techniques.

Counseling is provided throughout the program. Student referrals are made to other special programs or support services when necessary. A special effort is made to assist the student in obtaining employment at the end of the program. Follow-up for one year is provided each participant.

Admission

There are no special requirements for admission except unemployment. A high school diploma is not required.

Class Location

Classes are offered at the Wadesboro and Monroe sites and are held during the day.

Fee

There is no registration fee for this program of study. Books and study materials are furnished at no cost to the student.

THE CUSTOM COURSE CENTER

The purpose of the Custom Course Center is to offer college credit courses at off-campus locations. Custom Course personnel work with businesses, agencies, and other interested groups to select courses to meet training needs. Courses are established at convenient locations and times.

The Huskins Bill permits Anson Community College to work cooperatively with local high schools to offer college level courses for which both high school and college credit is awarded.

All Custom Courses and instructors meet the same academic standards offered on campus. Upon completion of all course requirements, participants will be issued a grade and college credit. This credit may apply toward a degree or diploma. Regular college tuition is charged for all Custom Courses.



FACULTY
STAFF
ADMINISTRATION

ADMINISTRATION, FACULTY & STAFF

- Adams, Tim Instructor, Protective Services
Certified Paramedic
- Adcock, Russell Faculty, Masonry
- Allen, Joslyn Faculty, English
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- Allen, Thomas W. Jr. Faculty, Criminal Justice
A.A.S., Wingate College, Wingate, NC; B.S., UNC-Chapel Hill, Chapel Hill, NC
- Almond, Ollie.....Faculty, Nursing
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- Altieri, Donald P.....President
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- Ashley, Kevin F..... Director, Protective Services
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- Baucom, AnnaDirector, Information Services
A.A., Charlotte College, Charlotte, NC; B.S./B.A., UNC-Charlotte, Charlotte, NC
- Baucom, Bobby Ray Faculty, Auto Body
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- Faulkner, Judy..... Accounts Payable Technician
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- Freeman, Denise C Purchasing Technician/Bookstore Manager
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- Gatewood, Vivian..... Instructor, Sewing
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Polkton Campus
Address

Mailing: P.O. Box 126, Polkton, NC 28135
Delivery: Hwy. 74 East, Polkton NC 28135

Wadesboro Campus
Address

Mailing: 117 S. Greene Street, Wadesboro, NC 28170

Campus Office Hours

Polkton
Monday - Thursday 8:00 a.m. - 9:00 p.m.*
Friday 8:00 a.m. - 5:00 p.m.
*While students are on break, Office hours are 8:00 a.m. - 5:00 p.m.
Wadesboro
Monday - Friday 8:00 a.m. - 5:00 p.m.

Learning Resources Center

Monday - Thursday 8:00 a.m. - 9:00 p.m.*
Friday 8:00 a.m. - 5:00 p.m.
*While students are on break, LRC hours are 8:00 a.m. - 5:00 p.m.

Campus Telephone

Polkton: 704/272-7635
800/766-0319
Wadesboro: 704/694-6505

Class Schedules

Not all courses listed in this catalog are offered each quarter. Class schedules showing times and locations of all classes taught each quarter are delivered in Anson and Union Counties via the mail, two to three weeks before the beginning of each quarter.

Catalog

Anson Community College publishes this catalog for the purpose of providing students and other interested persons with information about the College and its programs. The provisions of the catalog are not to be regarded as an irrevocable contract between students and Anson Community College.

Changes

Anson Community College reserves the right to change its regulations, policies, fees and programs without notice. Every effort will be made to minimize the inconvenience such changes might create for students.

Open Door Policy

There are programs at Anson Community College that are appropriate for prospective students of any educational level. ACC recognizes that by subscribing to an "open door" admissions policy, it has an obligation to respond to the needs of the individual at his or her level of ability and development.

Equal Opportunity

Anson Community College is an equal opportunity educational institution and employer. The College does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, or handicap, consistent with the Assurance of Compliance with Title IV AND VII of the Civil Rights Act of 1964, Executive Order 11246, Title IX of the Education Amendments of 1973, and the Rehabilitation Act of 1973.

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